

Nez Perce Tribe
Request for Proposals (RFP) – On-Call Fee-to-Trust Consulting Services

Issue Date: June 22, 2026

Proposal Due Date: August 5, 2026 (4:00 p.m. PST)

1. INTRODUCTION

The Nez Perce Tribe ("Tribe") is soliciting proposals from qualified firms or consultants to provide on-call professional Fee-to-Trust consulting services. The selected consultant(s) will assist the Tribe in evaluating, preparing, submitting, and managing Fee-to-Trust applications on an as-needed basis.

The Tribe seeks consultants with demonstrated expertise in federal Indian land acquisitions, Bureau of Indian Affairs (BIA) trust land regulations, environmental compliance, governmental coordination, and project management.

The Tribe intends to establish one or more professional services agreements to support current and future land acquisition opportunities that advance tribal sovereignty, economic development, governmental operations, housing, natural resource protection, cultural preservation, and community services.

2. BACKGROUND

The Nez Perce Tribe is a federally recognized Indian tribe headquartered in Lapwai, Idaho. The Tribe manages programs and services throughout its service area and continues to pursue opportunities to reacquire and protect lands of cultural, historical, environmental, governmental, and economic significance.

Fee-to-Trust acquisitions are an important component of the Tribe's long-term land management and sovereignty goals.

3. PURPOSE

The purpose of this solicitation is to establish a pool of qualified consultants capable of providing professional Fee-to-Trust services on a task-order basis.

Selection under this RFP does not guarantee any minimum amount of work. Services will be assigned as individual projects arise and funding becomes available.

4. CONTRACT TERM

The Tribe anticipates awarding one or more Professional Services Agreements for an initial term of three (3) years.

The Tribe may, at its sole discretion, renew the agreement for up to two (2) additional one-year terms.

5. SCOPE OF SERVICES

Services may include, but are not limited to, the following:

A. Land Acquisition Support

- Preliminary parcel review and acquisition planning
- Evaluation of property eligibility for trust acquisition

B. Fee-to-Trust Application Preparation

- Preparation of complete Fee-to-Trust application packages
- Development of statements of need and supporting justifications
- Preparation of jurisdictional analyses

- Coordination of supporting documentation
- Preparation of responses to agency requests for additional information

C. Environmental Compliance

- Coordination of National Environmental Policy Act (NEPA) requirements
- Environmental assessments and related documentation
- Cultural resource coordination
- Identification and coordination of required technical studies
- Assistance with environmental review processes

D. Agency and Governmental Coordination

- Coordination with the Bureau of Indian Affairs Northwest Region
- Coordination with federal, state, county, and local governments
- Assistance with public notice requirements
- Response to public comments and agency inquiries

E. Project Management

- Project planning and scheduling
- Monthly status reports
- Meeting participation
- Application tracking and monitoring
- Support through final agency action

6. DESIRED EXPERIENCE

Proposers should demonstrate experience in:

- Fee-to-Trust acquisitions under 25 CFR Part 151
- Trust acquisitions within and outside reservation boundaries
- Tribal governmental projects
- Environmental compliance and NEPA review
- Coordination with the Bureau of Indian Affairs
- Land title review and due diligence
- Public involvement and stakeholder engagement

7. DELIVERABLES

At a minimum, consultants may be required to provide:

1. Property eligibility assessments
2. Project work plans
3. Project schedules
4. Draft and final Fee-to-Trust applications
5. Environmental compliance documentation
6. Jurisdictional analyses
7. Supporting memoranda
8. Monthly status reports
9. Meeting attendance and summaries
10. Final project documentation packages

8. TASK ORDER PROCESS

Projects will be assigned through written task orders issued by the Tribe.

Each task order may identify:

- Property description
- Scope of work
- Deliverables
- Schedule

- Not-to-exceed budget
- Reporting requirements

No work shall commence without written authorization from the Tribe.

9. MINIMUM QUALIFICATIONS

Proposers must demonstrate:

- Minimum five (5) years of relevant Fee-to-Trust experience
- Experience working with federally recognized tribes
- Knowledge of 25 CFR Part 151
- Knowledge of BIA trust acquisition procedures
- Experience with NEPA and environmental compliance
- Successful completion of similar projects

10. PROPOSAL REQUIREMENTS

Proposals shall include:

A. Cover Letter

Include:

- Firm name
- Mailing address
- Primary contact information
- Authorized signature

B. Firm Qualifications

Include:

- Company history
- Areas of expertise
- Tribal government experience
- Relevant Fee-to-Trust experience

C. Project Team

Provide:

- Organizational chart
- Key personnel
- Resumes
- Relevant project experience

D. Technical Approach

Describe:

- Understanding of the Tribe's objectives
- Proposed methodology
- Communication approach
- Quality control procedures

E. References

Provide a minimum of three references from similar projects completed within the last five years.

F. Fee Schedule

Provide hourly rates for:

- Principal Consultant
- Senior Consultant
- Project Manager
- Environmental Specialist

- GIS Specialist
- Administrative Support

Identify:

- Travel rates
- Reimbursable expenses
- Other direct costs

11. INDIAN PREFERENCE

The Tribe will apply Indian Preference in accordance with applicable tribal laws, policies, and federal regulations. Firms seeking preference shall provide documentation demonstrating eligibility.

12. INSURANCE REQUIREMENTS

Prior to contract execution, the selected consultant shall provide proof of insurance with minimum coverage of:

- Commercial General Liability: \$1,000,000 per occurrence
- Professional Liability (Errors and Omissions): \$1,000,000 per claim

The Tribe reserves the right to modify coverage requirements as necessary.

13. CONFIDENTIALITY

The successful proposer shall maintain the confidentiality of all tribal records, proprietary information, land acquisition information, cultural resource information, and other sensitive information received during performance of the contract.

No information shall be disclosed without prior written authorization from the Tribe.

14. OWNERSHIP OF WORK PRODUCT

All reports, applications, maps, analyses, databases, memoranda, supporting documentation, and other work products developed under the resulting agreement shall become the property of the Nez Perce Tribe.

15. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Evaluation Factor	Weight
Fee-to-Trust Experience	30%
Tribal Government Experience	20%
Technical Qualifications	20%
Project Team Qualifications	15%
Cost Proposal	15%

The Tribe may conduct interviews with selected proposers before making a final award.

16. RIGHT TO MULTIPLE AWARDS

The Tribe reserves the right to award contracts to multiple consultants and establish a pool of qualified firms.

Task orders may be assigned based on expertise, availability, workload, performance, and project-specific requirements.

17. SUBMISSION INSTRUCTIONS

Proposal Due Date: 4:00 p.m. (PST) on Wednesday, August 5, 2026

Submit proposals electronically to:

Danae Wilson, Executive Director
Nez Perce Tribe
P.O. Box 365
120 Bever Road
Lapwai, ID 83540
executive.director@nezperce.org

Late submissions will not be considered.

18. TENTATIVE SCHEDULE

Activity	Date
RFP Issued	June 22, 2026
Questions Due	July 20, 2026
Responses Issued	July 22, 2026
Proposal Due Date	August 5, 2026
Evaluation Period	August 6-31, 2026
Interviews (if needed)	September 8-11, 2026
Notice of Award	September 30, 2026
Contract Execution	October 1, 2026

19. RESERVATION OF RIGHTS

The Tribe reserves the right to:

- Reject any or all proposals
- Waive informalities and minor irregularities
- Request additional information
- Negotiate scope and pricing

20. QUESTIONS

All questions or requests for clarification must be submitted in writing to:
executive.director@nezperce.org.

Questions must be received by 4:00 PM (PST) on Wednesday, July 22, 2026. Responses will be shared with all potential proposers.

All proposers wishing to receive a copy of the responses to any questions should email executive.director@nezperce.org to be placed on the email list.