Nez Perce Tribe
Request for Proposals (RFP) – Teen Night Services

Issue Date: November 16, 2026
Proposal Due Date: November 30, 2026

Compensation: $50.00 per hour / $200.00 per Teen Night
Maximum Monthly Compensation: $400.00

I. Introduction

The Nez Perce Tribe is seeking qualified local contractors to provide supervision, coordination, and organization of twice-monthly Teen Night activities at the Pi-Nee-Waus Community Center in Lapwai, the Teweepuu Center in Orofino, and the Wa-A'Yas Community Center in Kamiah. Teen Nights are generally a Friday or Saturday evening activity.

The purpose of Teen Night is to provide local youth with positive, engaging, and supervised opportunities to participate in recreational, educational, cultural, and social activities in a safe and welcoming environment.

II. Scope of Work

The selected contractor will be responsible for organizing and supervising two Teen Night events per month at their designated community center.

Responsibilities include, but are not limited to:

- Provide direct supervision of participating youth throughout each event.
- Develop and facilitate age-appropriate activities, which may include arts and crafts, athletics, recreational games, cultural activities, team-building exercises, and other positive youth engagement opportunities.
- Create an inviting, inclusive, and safe environment that encourages youth participation and positive social interaction.
- Coordinate the use of community center facilities and ensure the activity area is properly set up and cleaned following each event.
- Establish and communicate basic participation expectations and safety guidelines.
- Maintain attendance records for each Teen Night.
- Communicate any safety concerns, incidents, or other issues to the designated Tribal contact.

Contractors are encouraged to develop creative activities that reflect the interests of local youth and provide opportunities for positive engagement, skill development, and community connection.

III. Location & Local Requirement

The Tribe intends to engage contractors for the following service areas:

1. **Lapwai, Idaho:** Pi-Nee-Waus Community Center
2. **Orofino, Idaho:** Teweepuu Center
3. **Kamiah, Idaho:** Wa-A'Yas Community Center

Contractors must reside within the general area served by the community center for which they are submitting a proposal.

The Tribe may select separate contractors for each location.

IV. Compensation
The contractor will be compensated at the following rate:

- Hourly Rate: $50.00
- Hours per Teen Night: 4 hours
- Compensation per Teen Night: $200.00
- Maximum Monthly Compensation: $400.00

Compensation is based on actual hours worked and services provided, with a maximum of two Teen Nights per month.

Payment will be processed upon submission of an invoice documenting the dates of service and hours worked and include copies of the youth sign in sheets, in accordance with the Tribe's established payment procedures.

Snacks and refreshments will be funded separately by the Tribe and are not included in the contractor's compensation. Any additional expenses or purchases must receive prior approval from the designated Tribal representative.

V. Contractor Requirements
Interested contractors should demonstrate the following qualifications:

- Reside within the community or general service area where Teen Night activities will be provided.
- Ability to organize, plan, and facilitate recreational or educational activities.
- Strong communication, organizational, and interpersonal skills.
- Ability to establish positive relationships with youth and encourage participation.
- Dependability and availability to provide services twice monthly.
- Ability to maintain appropriate boundaries and provide a safe, respectful, and inclusive environment.

Experience in youth programming, recreation, athletics, arts and crafts, cultural activities, or community engagement is preferred.

VI. Youth Safety & Supervision
Because the services involve direct supervision of minors, selected contractors must comply with applicable Nez Perce Tribe policies and requirements related to working with youth.

The selected contractor may be required to complete a background check and any other applicable screening or onboarding requirements before providing services.

Contractors must immediately report any safety concerns, injuries, incidents, or inappropriate conduct to the designated Tribal representative.

VII. Proposal Submission
Interested contractors must submit a proposal that includes:

1. Name, contact information, and summary of qualifications.
2. Community or service area in which the contractor resides.
3. Relevant experience working with youth or organizing recreational activities.
4. A brief description of proposed Teen Night activities and ideas for engaging local teens.
5. Confirmation of availability to provide services twice monthly for four hours per event.

6. At least two references, preferably related to youth programming, recreation, or community involvement.

VIII. Submission Instructions
Proposal Due Date: 4:00 PM (PST) on Monday, November 30, 2026

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

Electronic submissions are preferred. Proposals received after the deadline will not be considered.

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