



**Picayune Rancheria
of the
CHUKCHANSI INDIANS**
49260 Chapel Hill | PO Box 2226 | Oakhurst, CA 93644 | (559) 412-5590

REQUEST FOR PROPOSALS:

CONSULTANT TO ESTABLISH ELECTRONIC DATABASE FOR TRIBAL GOVERNMENT DOCUMENTS

August 8, 2019

The Picayune Rancheria of the Chukchansi Indians (PRCI), a federally recognized sovereign Indian tribe, requests proposals for a Consultant(s) to sort, file, and scan past/current tribal government documents and create an electronic database consisting of said documents.

The consultant will be tasked with the following:

- Details outlining the process for sorting, filing, and scanning approximately 1000 boxes of PRCI tribal government documents located at various locations in Oakhurst, Coarsegold, and Fresno, CA.
- Creation of electronic database;
- Operation plan including staffing required, space, and equipment needed/recommended to complete task;

All RFP responses must be signed and must include the following:

1. A summary of your experience with Tribal Government Administration and the review of essential government documents including resolutions, tribal government minutes, fee to trust applications, etc.;
2. Timeline for proposed project;
3. A statement of proposed fees and costs including equipment owned/needed/recommended to complete project.

PRCI exercises Native American preference in contracting. You are encouraged to include any information in your response that would qualify you for Native American preference. The selected individual/firm will be expected to sign a retainer letter that recognizes the sovereignty of PRCI.

PRCI reserves the right to award or reject any response or proposal for any reason, to request modification of any proposal, or to solicit further proposals, or to determine not to pursue further action, as may become necessary in the best interest of PRCI.

Please submit all responses electronically to: smcdade@chukchansi-nsn.gov no later than 5:00 pm (PST) on September 23, 2019. If you have questions about this RFP, contact the Tribal Administrator Sharol McDade at (559) 676-9109