



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**

JULY 31, 2019

The Picayune Rancheria of the Chukchansi Indians (PRCI), a federally recognized sovereign Indian tribe, requests proposals for a consultant to develop an electronic database consisting of sorting, filing, scanning, and creating an electronic database of past/current tribal government documents.

The consultant will be tasked with the following tasks:

- Sample budget for details to prepare the tribal government documents for sorting, filing, scanning, review, and preparation of database;
- A report on the action steps required to establish the electronic database and all required/recommended destruction of documents;
- Draft operation plan including staffing required, space and equipment recommendations, location of documents (on-site/off site);

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

1. A summary of your experience with Tribal Government Administration including the review of essential government documents including resolutions, tribal government minutes, fee to trust applications, etc.;
2. A summary of your experience in and familiarity with Tribal communities and issues and recognition of essential government documents;
3. Timeline on meeting the deliverables and milestones of this project;
4. A statement of proposed fees and costs;

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](mailto:smcdade@chukchansi-nsn.gov) no later than 5:00 pm (PST) on August 23rd, 2019. If you have questions about this RFP, contact the Tribal Administrator Sharol McDade at (559) 676-9109.