



# HOH INDIAN TRIBE

P.O. Box 2196, Forks, WA 98331  
(360) 374-6582 · hohtribe-nsn.org

Darlene Hollum CHAIRWOMAN  
Maria Lopez VICE CHAIRWOMAN  
Tahnee Hudson SECRETARY  
Josephine Ward TREASURER  
Rosetta Leitka MEMBER  
Walter Ward-Bos V MEMBER  
Cynthia Sheriff MEMBER

## Request for Proposals (RFP) for Traditional Carving Workshops

**Date Issued:** May 19, 2026

**Response Due Date:** July 19, 2026

### 1. Introduction: Create Your Own Traditional Carving Workshops!

The Hoh Indian Tribe is seeking proposals from qualified cedar wood carvers to inspect cedar logs previously obtained by the Hoh Tribe. Using their expertise in carving, the selected contractor will lead a series of instructional workshops for community members that cover topics like: introduction to carving tools and safety, carving techniques, and completing projects such as, but not limited to, model canoe making, paddles, masks, rattles. The carving workshop topics are flexible and open to modification depending on the selected contractor's particular expertise on carving traditional cedar artwork in an instructional community setting. The selected contractor must be willing to be recorded in step-by-step instructional videos that can be used by the Hoh Tribe for teaching community members in the future.

**Core Objectives:** Establish a comprehensive training program to enhance skills in traditional wood carving for Hoh community members while promoting cultural preservation.

**Cultural Significance:** Projects should aim to revive traditional techniques and ensure future generations can practice their cultural heritage.

**Community Wellness:** Use carving for wellness, safe and substance-free space for community members to connect with traditional knowledge.

### 2. Location of Project:

The Hoh Indian Reservation is located approximately 26 miles south of Forks, WA and 85 miles north of Aberdeen, WA on Hwy 101. Work will be completed on the Hoh Indian Reservation.

### 3. Scope of Work:

The selected contractor will be responsible for the following tasks:

- Use expertise to find the best use of cedar logs for traditional carving workshops
- Processing of cedar logs for use of carving projects
- Creating a public calendar of events and timeline detailing when the work will occur, including the number of sessions and duration of each workshop.



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- Write learning materials for workshops, such as written descriptions and detailed sketches of functional art (paddles) and/or ceremonial items (masks) to be made during workshops.
- Describe skill sets to be taught, such as tool selection, wood processing, and traditional design elements like formline.
- **Must** provide safety guidance, including the use of safety gear (gloves, glasses, masks, etc.) and tools (carving knives, power tools, etc.)
- Cleaning of work area after each workshop.
- Work with designated staff to advertise workshops and events pertaining to the traditional carving workshops, certificates of completion, traditional ceremonies, and blessing of projects at beginning and closing of each project.

#### 4. Proposal Requirements:

Interested carvers are invited to submit proposals. Proposals should include the following components:

- **Carving Profile:** Overview of work, including years of business and location. Include relevant licenses and liability insurance if applicable to project.
- **Experience:** Overview of similar projects completed previously by carver.
- **Project Team:** Identification of key personnel and their qualifications, as well as who the primary contact is.
- **Approach:** Outline of carver's strategy for executing the project. Please include specific information on the following:
  - a. **Technical specifications:** Detailed technical specifications of how work will be performed.
  - b. **Timeline:** Proposed timeline for completing the project.
  - c. **Budget:** Detailed cost proposal, including a breakdown of fees, expenses, and wages. All prices quoted by the vendor must be fully itemized in whole US dollars and inclusive of all taxes and expenses.

#### 5. Timeline:

- a. RFP Issuance Date: May 19, 2026
- b. Deadline for Proposal Submission: July 19, 2026 at 4:00pm PST
- c. Evaluation of Proposals: May 19 through July 19, 2026
- d. Notification to applicants: July 19 to July 30, 2026

#### 6. Period of Performance:



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7. All work must be completed between July 19 and September 30, 2026 following the contract being awarded.

## 8. Indian preference:

- a. To the greatest extent permissible and feasible, the Tribe shall give preference in the award to qualified businesses at least 51% owned by individual Indians and businesses owned by Tribal governments.
- b. Cultural sensitivity: Contractor must respect Tribal sovereignty, traditions, and community engagement protocols.

## 9. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- a. Relevant experience and qualifications of the contractor
- b. Cost-effectiveness of the proposal
- c. Ability to meet the proposed timeline
- d. Quality of references
- e. Indian preference criteria

## 10. Submission Instructions:

Proposals must be submitted electronically in PDF format to [kelly.rosales@hohtribe-nsn.org](mailto:kelly.rosales@hohtribe-nsn.org) and [kimberly.bray@hohtribe-nsn.org](mailto:kimberly.bray@hohtribe-nsn.org) by July 19, 2026 at 4:00pm PST. Late submissions will not be considered.

## 11. Additional Information:

All questions regarding this RFP should be directed to Kelly Rosales at [kelly.rosales@hohtribe-nsn.org](mailto:kelly.rosales@hohtribe-nsn.org). The Hoh Tribe reserves the right to accept or reject any submission and to waive any irregularities or informalities in the submissions received.

Thank you for your interest. We look forward to receiving your proposals.