



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 Dugout Canoe carving and instructing

Date Issued: May 19, 2026

Response Due Date: July 19, 2026

1. Introduction

The Hoh Indian Tribe is seeking proposals from qualified contractors to instruct and carve a traditional dugout canoe with community members.

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:

- The Contractor will perform up to 300 hours of teaching the community
- The hiring and payment for any assistant(s)
- The list of supplies to complete all parts of activity which include but not limited to community opening/closing blessing, all carving tools that are required to complete activities along with extra tools for a classroom type structure or working group for this activity. All tools purchased for this project will be left with the Hoh Tribe.
- Instruct participants on how to make a drawing and/or model. May come with examples premade. Provide instruction, drawings, and/or model with Hoh Tribe at the end of project.
- Selecting a cedar log to make the canoe, removing bark and roughly shaping the exterior to create flat bottom and pointed ends.
- Hollowing out the log, creating a trench down the center of the log using adze, tools, or fire.
- Shaping the Hull
- Widening and steaming
- Addition of transom, sailing equipment, floorboards and seats.
- Finishing and waterproofing



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

- Work with community members in an instructional setting, teaching participants how to carve a traditional dugout canoe from start to finish.
- Providing participants carving kits and/or tools at the end of activities, along with certificates of completion for those participants who attended a majority of classes.
- Work with community members and staff in blessing of carving activities such as opening blessings and closing prayers, naming of canoe, recognition dinner
- Cleaning up activity area after each class and at the end of the project
- Working with staff to advertise a calendar and flyers for classes and certificates of completion for the entire project.
- Allow recording of each main step in canoe carving process which will be held with the Hoh Tribe THPO for tribal archives and for use by tribal members for future canoe making endeavors. Must be willing to work with Hoh staff on when to and how best to record each step as to not record extra unnecessary footage and/or to respect the instructor's privacy request of confidentiality of certain aspect of teachings.

4. Proposal Requirements

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

- **Company Profile:** Name of Contractor
- **Experience:** Overview of similar projects completed previously by company.
- **Project Team:** Identification of key personnel and their qualifications, as well as who the primary contact is.
- **Approach:** Outline 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
- c. Evaluation of Proposals: July 19 through July 30, 2026
- d. Notification to applicants: July 19 to July 30, 2026



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

6. Period of Performance:

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

7. 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.

8. 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

9. Submission Instructions

Proposals must be submitted electronically in PDF format to kelly.rosales@hohtribe-nsn.org and kimberly.bray@hohtribe-nsn.org by July 19, 2026. Late submissions will not be considered.

10. Additional Information

All questions regarding this RFP should be directed to Kelly Rosales at 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.