HOH INDIAN TRIBE

P.O. Box 2196 • Forks, WA 98331

Phone: (360) 374-6582 • Fax: (360) 374-5426

REQUEST FOR PROPOSALS (RFP)

Contracted Services for Emergency Management Needs

I. Introduction

The Hoh Tribe invites qualified Individuals or Businesses to apply for a contracted position to meet the emergency management needs of the Hoh Tribe. This contract is expected to last for approximately 6 months.

Work must meet professional standards, Tribal policies, and applicable federal procurement requirements.

II. Scope of Work

Emergency Management

- Develop comprehensive emergency management plans to include
  - Emergency Operations Plan
  - Tribal Emergency Response Plan
  - Emergency Preparedness Plan
  - Other plan needs as determined by leadership
- Coordinate with tribal departments, local, state, and federal agencies to ensure effective emergency preparedness, response, and recovery efforts.
- Develop after-action review documents
- Update Fire Department Policies to serve all of West Jefferson County (program not yet developed but most policies are completed, just need finalized)
- Develop EMS policies to serve all of West Jefferson County
- Update Drone Policy to ensure compliance with FAA regulations
- Develop and manage EOC policies and procedures. Assist with design, equipment needs, and EOC management at resiliency center

III. Proposal Requirements

• Firm qualifications and experience with Tribal and/or federally funded projects

• Project team and key personnel (role, availability, credentials)

• Approach to performing the Scope of Work and meeting schedule

• Project schedule with key milestones

• Detailed, itemized fee proposal including labor, materials, permits, taxes, contingencies

• At least three (3) references for comparable projects

IV. Evaluation Criteria

• Completeness of proposal

• Experience and past performance with similar projects

• Ability to meet required deliverables and specifications

• Cost and overall value

• Demonstrated quality of services

• References

• Proof of current licensing and bonding

V. Preference Policies

• Indian Preference – Preference shall be given to Indian-owned and tribally certified businesses; documentation required.

• Small Business Preference – Additional points for SBA-certified or Tribal-certified small businesses.

• Women-Owned / Minority-Owned Business Preference – Additional evaluation points for WOSB, MBE, WBE, DBE certified firms.

VI. Pricing Requirements

• All prices must be itemized in U.S. dollars.

• Prices must include all taxes, materials, labor, equipment, mobilization, and disposal.

• Identify any contingencies or allowances clearly.

VII. Submission Instructions

Submit proposals electronically to: britni.duncan@hohtribe-nsn.org

Attention: Britni Duncan, Director of Health & Family Services • (360) 780-0399

Deadline: Close of Business – November 30, 2026

• Proposals must be submitted electronically as a single PDF.

• Vendors are responsible for confirming receipt before the deadline.

• Questions must be submitted via email.

VIII. Compliance & Tribal Provisions

• MBE/WBE/DBE Affirmative Steps – The Tribe will take reasonable steps to ensure MBE/WBE/DBE participation without infringing on Indian Preference.

• Debarment & Conflict of Interest – Firms must comply with 2 CFR Part 200.319 and not be listed on the federal debarment list.

• Background Investigation – Selected firm must pass a background investigation confirming non-debarment.

IX. Additional Information

A site visit may be arranged upon request. The Tribe reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed in the best interest of the Tribe.