



BIDDERS COMPANY NAME

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## REQUEST FOR PROPOSAL

Independent Audit of Tribal Enrollment Records  
Project

**NISQUALLY INDIAN TRIBE**

Prepared By:  
Nisqually Administration Department  
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Olympia WA. 98513



REQUEST FOR PROPOSAL  
RFP# 2026-Enrollment Audit Proposal

DATE: January 20, 2026

The Nisqually Administration Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the audit of tribal enrollment records project. Minority and disadvantaged companies are encouraged to submit proposals.

**Introduction:** The Nisqually Indian Tribe is seeking proposals from qualified, independent auditing firms or professionals to conduct a comprehensive audit of the Tribe's enrollment records. This audit is being initiated at the request of the general membership to ensure transparency, accuracy, and integrity in the enrollment process.

**Background:** The Nisqually Indian Tribe maintains enrollment records in accordance with its Constitution, Enrollment Ordinance, and applicable federal and tribal laws. Concerns raised by tribal members have prompted the need for an independent review of these records to verify compliance with enrollment criteria and to assess the accuracy of the current enrollment roll.

Contact information for Natosha Rosado is phone: 360-456-5221 OR [rosado.natosha@nisqually-nsn.gov](mailto:rosado.natosha@nisqually-nsn.gov) Deadline for questions is February 15, 2026.

**VIABLE CONTRACTORS:** To be awarded this project CONTRACTOR, of the winning bid, must be current with all taxes, insurances, bonding and licensing. Failure to comply will result in bid rejection.

Submit proposals electronically (PDF format) to:

**Nisqually Indian Tribe**

**Jill Wall**

**4820 She Nah Num Dr Se**

**Olympia WA 98513**

**Email:** [wall.jill@nisqually-nsn.gov](mailto:wall.jill@nisqually-nsn.gov)

**Subject Line:** "RFP – Enrollment Audit Proposal"

**CLOSING DATE FOR SUBMITAL SHALL BE Friday, February 27, 2026 at 3 pm**

**Proposals received after the above-cited time will be considered a late response and are not acceptable unless waived by the Tribal Administrator**

Thank you for your Interest

<b>Definitions:</b>	<b>"Tribe"</b>	<b>is Nisqually Indian Tribe</b>
	<b>"Bidder"</b>	<b>an individual or business submitting a bid to Nisqually Tribe</b>
	<b>"Contractor"</b>	<b>One who contracts to perform services in accordance with a contract</b>

## 1. PROPOSAL TERMS

- A. The Nisqually Tribe reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service(s), and other factors in accordance with the Tribal Bidding Procedure policy. The Tribe does not intend to award a Bid fully on the basis of any response made to the proposal; the Tribe reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet the Tribe's specifications and needs.
- B. The Tribe reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Tribes to be in the best interests of the Tribe even through not the lowest bid.
- C. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal headquarters to the mutually agreed-to date Bid.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP maybe adjusted to allow for revisions.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP as stated in below in "Proposal Requirements."
- F. Two references of similar scope and project value are required. Bidder must be in good standing with the tribe, if he has current or past projects Nisqually.

## 2. SCOPE OF SERVICES

The selected auditor will be responsible for:

- Reviewing current and historical enrollment records.
- Verifying compliance with tribal enrollment criteria (e.g., blood quantum, lineage, residency.)

- Identifying discrepancies, duplications, or inconsistencies.
- Evaluating the enrollment process and recommending improvements.
- Conducting interviews with Enrollment Office staff and, if necessary, tribal members and the enrollment committee if needed.
- Preparing a final report with findings, recommendations, and an executive summary suitable for public release.

- **Qualifications**

Proposers must demonstrate:

- Experience in auditing sensitive or confidential records.
- Familiarity with tribal governance and enrollment processes.
- Cultural competence and ability to work respectfully with Indigenous communities.
- Independence from the Tribe and any potential conflicts of interest.

- **Proposal Requirements**

Proposals must include:

- Cover letter and executive summary.
- Description of relevant experience and qualifications.
- Proposed methodology and timeline.
- Budget and fee structure.
- References from at least two similar projects.
- Proof of insurance and bonding (if applicable.)

## Timeline

- **RFP Issued:** January 30, 2026
- **Deadline for Questions:** February 15, 2026
- **Proposal Submission Deadline:** February 28, 2026
- **Selection and Notification:** March 8, 2026
- **Project Start Date:** March 15, 2026
- **Expected Completion:** June 30, 2026

## Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications (30%)
- Methodology and approach (25%)
- Cost-effectiveness (20%)
- Cultural competence (15%)
- References and past performance (10%)



## **Confidentiality**

All information reviewed during the audit must remain confidential. The selected auditor will be required to sign a confidentiality agreement and comply with all tribal data protection policies.

## **Tribal Sovereignty**

The Nisqually Indian Tribe is a sovereign nation and retains the right to accept or reject any or all proposals, to waive informalities, and to negotiate with any proposer

## **REPORTING OF CONTRACTOR**

**Section 1** – The Contractor is to report to the Tribal Administrator and confer with them as necessary to insure satisfactory work progress.

**Section 2** – All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractors name.

**Section 3** – All reports made in connection with these services are subject to review and final approval by the Tribal Administrator.

**Section 4** – When Applicable, the Contractor will submit a final written report to the Tribal Administrator.

**Section 5** – After reasonable notice to the Contractor, the Tribe may review any of the Contractor's internal records, reports, or insurance policies.

## **PERSONNEL**

**Section 1** – The contractor will provide the required services and will not subcontract or assign the services without prior written approval of the Tribal Administrator.

Subcontractors, as well as primary contractors, are subject to the TERO ordinance and the Tribe's Native American preference policy (detailed below.) This ordinance applies to all sub tiers as well.

## **INDEMNIFICATION AGREEMENT**

The contractor will protect, defend and indemnify the Nisqually Tribe, its officers, agents volunteers and employees from any and all liabilities, claims, liens fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractors own employees and loss of damages to any property, including property owned or in the care, custody or control of the



Nisqually Tribe in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

#### NATIVE AMERICAN PREFERENCE/TERO

The Nisqually Tribe's Native American preference in contracting policy will be used to select the winning bid.

The owner wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native Americans. Therefore, the Tribal Employment Rights Ordinance (TERO) may be in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.

TERO also applies to subcontractors and all sub tiers.

#### INSURANCE REQUIREMENTS

- Contractor is required to provide proof of current workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance.
- Contractor will provide proof of Commercial General Liability Insurance stating adequate coverage for project.
- Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance.