



Pawnee Nation of Oklahoma

Request For Proposal Outsourced Human Resource Firm

Pawnee Nation of Oklahoma

881 Little Dee Drive * P.O. Box 470

Pawnee, OK 74058

Publication of RFP: January 3, 2024

**Submission of Proposal Deadline:
Wednesday, January 17, 2024; no later than 4:00 P.M.**

Point of Contact:
Jenifer Gover LittleSun, Executive Director

jlittlesun@pawneenation.org

(918) 762-3621

BACKGROUND

The Pawnee Nation is a federally recognized Tribal Nation located on the Pawnee Indian Reservation in Pawnee, Oklahoma, with a membership of over 3,700 citizens. Our Constitution establishes a full-service government that exercises civil regulatory and criminal jurisdiction over 30,000 acres of tribally owned land in Oklahoma and Nebraska.

The Nation, a governing body, over various agencies, divisions, boards, commissions, and committees, is currently soliciting a human resources (HR) firm to strengthen the human resource services and initiatives within the government, while working/mentoring with an onsite HR Coordinator.

Services are to be rendered for the next 12 months, with a review and negotiations for a new contract with options to add new services.

Upon completion of a review of proposals received, the Nation anticipates awarding a contract for HR services, and at the Nation's discretion, a subsequent contract for continued services beyond the first 12 months.

PURPOSE

All individuals/firms, who choose to submit a proposal, will hereby be referred to as the “respondent”, throughout the remainder of this Request for Proposal (RFP).

This RFP is meant to provide prospective respondents with sufficient information to enable them to prepare and submit proposals for consideration by the Nation for HR services.

Respondents must read this document in its entirety (including any addendums) to understand the Nation’s viewpoint of the HR services being requested, before developing a respective proposal.

The Pawnee Nation invites qualified and experienced Tribal Human Resource (HR) firms to submit proposals for the provision of comprehensive Human Resource services. The selected firm will play a crucial role in supporting our Pawnee Nation workforce management and development. The scope of the requested services includes professional HR services tailored to the unique needs of the Pawnee Nation.

- HR Consulting Services:
 - Strategic HR Planning
 - Policy development and review
 - Compliance assessment and management
- Onboarding & Offboarding
 - Develop onboarding and offboarding procedures
 - Assign onboarding and offboarding tasks
 - Review and update orientation procedures
- Employee Recruitment and Retention:
 - Recruitment process outsourcing
 - Employee engagement strategies

PURPOSE CONT.

- Training and Development
 - Design and implementation of training programs
 - Career development initiatives
 - Succession planning and training
- Benefits Administration
 - Health and wellness program management
 - Benefits of communication and education
- Employee Relations
 - Dispute resolution
 - Employee satisfaction surveys
 - Stay interviews
 - Start, Stop, and Continue surveys
- HR Technology Solutions
 - Evaluation and recommendation of Human Resource Information Systems
 - Implementation of training support



PURPOSE CONT.

As a result, a contract will be awarded to the respondent, that will work as a part of a team, to provide the HR services that will meet the goals of the Nation.

The Nation reserves the right to cancel, delay, amend, and/or reissue any part of this RFP at any time, without prior notice. This RFP does not commit the Nation to accept any submitted proposal, nor shall the Nation be responsible for any costs incurred in the preparation of responses to this RFP. The Nation reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, and/or to award a contract in whole or in part of the RFP specifications and requirements, herein as is deemed to be in the best interest of the Nation.

Native American preference, in accordance with Federal and Tribal laws, will be observed, in the selection process. Native American Preference will also be observed, in the selection of sub-contractors, if applicable.

RFP PROCESS

All interested respondents are invited to submit a proposal by the specifications, requirements, and dates set forth herein. The Nation intends to award a contract to the respondent, who, following the criteria outlined below, best meets the objectives of the RFP. The Nation reserves the right to reject any proposals.

Inquiries

Prospective respondents may make written or verbal inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after January 17, 2024, at 4:00 p.m. Inquiries should be directed to:

Point of Contact

Jenifer Gover LittleSun, Executive Director

Phone: 918-762-3621

E-mail: jlittlesun@pawneenation.org

Addendums/Supplements to Request for Proposal

In the event it becomes necessary to revise any part of this RFP, an addendum will be provided and posted to the website at www.PawneeNation.org under the Executive Office. It is the responsibility of each respondent who received the original RFP to download and print the addendum(s).

RFP PROCESS

Proposal Submission

Each proposal must be identified with the project title, respondent's name and address, due date, and time. As well as a certification are the respondent is not on the debarment or suspension list A letter of transmittal shall be provided with each proposal. A proposal may be withdrawn before the due date and time by written request. Any proposal not withdrawn by the due date shall constitute an irrevocable offer. The Respondent is responsible for all costs incurred by the Respondent before the issuance of a fully executed contract. All material submitted regarding this RFP will become the property of the Nation and will only be returned to the respondent at the Nation's option.

One (1) original and (2) copies of the typewritten proposal and one (1) electronic copy must be received on or before January 17, 2024. Respondents mailing their proposals must allow sufficient mail delivery time to ensure receipt of the proposal by the time specified. Late proposals will not be considered under any circumstances and will be returned. The proposal package should be delivered or sent to the following address. In-person deliveries will be allowed.

Mailing Address

Pawnee Nation of Oklahoma
Attn: Walterene Hare, Procurement Mgr.
Human Resources Firm Respondent
P.O. Box 470
Pawnee, OK 74058

Physical Address

Pawnee Nation of Oklahoma
Attn: Walterene Hare, Procurement Mgr.
Human Resources Firm Respondent
881 Little Dee Dr.
Pawnee, OK 74058

- **Acceptance of Proposal Content**

The contents of the proposal of the successful respondent, and the RFP may become all or part of the Scope of Work and as such contractual obligations. Failure of the successful respondent to accept these obligations in a contract may result in the cancellation of the award.

- **Selection/Procurement Process**

A single respondent will be selected through a best-value selection process. Interested respondents will submit an RFP response. A selection panel will evaluate each response according to the selection criteria set below. The Nation expects to create a short list of at least three (3), but not more than five (5) respondents to conduct formal interviews. The Nation will select the respondents based on the RFPs received and interviews conducted. The Nation may conduct a due diligence review on the respondent receiving the highest score. Interview information is to be listed further down within this RFP.

The Nation will enter negotiations with the selected respondent and execute a contract upon completion of the negotiation of fees and contract terms.

If the Nation is unsuccessful in negotiating a contract, the Nation may then negotiate with the next qualified respondent until a contract is executed, or the Nation may decide to terminate the selection process. Once a contract is executed with the successful respondent, the procurement is complete.

- **Award of RFP/Right to Reject**

The contract will be awarded to the successful respondent whose proposal conforms to the RFP and is most advantageous to the Nation. The Nation reserves the right to reject any and all proposals and waive informalities and irregularities in the proposals received and to accept any portion of any proposal or all items proposed if deemed in the best interest of the Nation.



PROPOSAL CONTENTS

Each respondent shall submit a proposal that fully addresses the evaluation factors contained in this solicitation and complies with the preparation and submission instructions contained in this provision. Respondents should carefully review this section and its relationship to the selection criteria prior to commencing proposal preparation.

When the respondents list personnel, the respondent agrees to make the personnel available to complete work on the contract at whatever level the project requires. Personnel changes will be reviewed by Nation to assure the replacement is equally qualified and has comparable experience. The Nation will only allow changes in key personnel when caused by circumstances outside the control of the respondent (i.e., employee leaves employment). Changes in key personnel for the convenience or benefit of the HR Firm will not be allowed. Key decision makers (with this binding and signature authority) are required to participate in all regularly scheduled, as well as all critical, partnering, project, and milestone meetings.

Respondents shall base their proposals on performing all work in accordance with this RFP. The proposals shall provide appropriate exhibits, graphics, drawings, schedules, cost models, and text to reflect consideration of the evaluation factors and RFP requirements. Discussion information should be concise and specific to this project.

Proposals shall be single-sided pages of 8-1/2" x 11" size using Times New Roman 11-point font. All pages must be numbered. Additional pages consisting of photos, brochures or other pre-printed material may be submitted as long as the exact item to be incorporated is identified. Schedules or organizational charts can be submitted on single sided sheets up to 11" x 17". Proposals shall be organized as follows:

Letter of Interest – A letter executed by the principle of the respondent committing to the requirements specified within this RFP.

1. **General Information**
2. **Experience & Past Performance**
3. **Key Personnel**
4. **Proposed Approach and Management Plan**
5. **American Indian Preference**
6. **Cost Competitive Proposal**

Appendices

- A. **Reference Letters** - Provide three (3) references for which you have conducted similar engagements within the past five (5) years, at least one (1) reference must be a Tribal Nation, Tribal Organization, or related to Tribal services. For each reference, please provide the following information:
 - Name of Client,
 - Contact information of reference; and
 - The date, duration, and type of work performed for reference.
- B. **Resumes** – One resume for each key personnel within section 3. Key Personnel

C. **Timeline** – A timeline listing milestones listed with section 4. Proposed Approach and Management Plan.

TECHNICAL SELECTION CRITERIA

Overall Proposal Package 30 Points

Full points are given to following directions given within this RFP. This includes organization of submittal, number of copies received, timely receipt of submittal, etc.

1. General Information 10 Points

Provide the general information of the firm, legal name, owner or president, Employer Identification Number (EIN), business address, telephone number, email address of point of contact, website and all social media outlets, information about the ownership structure, affiliations, organization, the year established and services offered.

2. Experience and Past Performance 10 Points

Provide proof of five (5) years of continuous operations in business and provide documentation of successful HR services provided to other organizations. Please note services which were contracted with tribal government entities. Please provide client references, inclusive of confirmed email and phone numbers.

3. Key Personnel 05 Points

Provide an organizational chart outlining the key personnel, signature authorities, and others that will be working on this engagement. Please provide resumes for each.

4. Proposed Approach and Management Plan 10 Points

Outline in detail the approach and management plan for each item listed within this RFP under PURPOSE. Provide a timeline to demonstrate approach and noted milestones.

5. American Indian Preference 20 Points

Proof of enrollment/membership with a federally recognized tribe, nation, or band; including Alaskan Native, villages, communities and corporations. Evidentiary support is required demonstrating the owner. Providing real value for their stated ownership interest, also providing legal documents such a stock ownership, capital assets, structure management, control, financing, and salary commensurate with the value of their ownership share.

6. Cost Competitive Proposal 15 Points

The proposal should be inclusive of the entire engagement. All labor, travel, and incidentals should be included and itemized. Please list all fees, charges, or subscriptions if included. A detailed list and justification must be provided of all included expenses. This includes hourly/salary, time of key personnel.

SCORING

The maximum number of points for the proposal will be 100 points.

- Proposal – 100 Maximum Points

TIMELINE

Published RFP	Wednesday, January 3, 2024
Proposal Submission Deadline	Wednesday, January 17, 2024
Proposal Review (Approximate Date)	Thursday, January 18, 2024
Interview (Approximate Date)	Week of January 22, 2024
Selection (Approximate Date)	Week of January 29, 2024



Nawa iri!
(Thank you)
