



QUINAULT INDIAN NATION

PO Box 189 | Taholah, WA 98587 | Phone: 360.276.8211



QUINAULT INDIAN NATION COMPREHENSIVE COMPENSATION STUDY REQUEST FOR PROPOSAL

The Quinault Indian Nation (QIN) is soliciting proposals for a comprehensive compensation study to assist with current ongoing efforts to address strategic revisions of the QIN workforce environment. QIN strives to maintain a competitive and equitable compensation structure for all positions when considered in relations to each other (internally) and when compared to the external labor market. It is anticipated that the delivery of the services under the QIN Compensation Structure contract will begin in May 2023.

I. INTRODUCTION

The Quinault Indian Nation (QIN) is a federally recognized tribe with a constitutional form of government with inherent sovereign authority to govern itself and to interact with other nations and states on a government-to-government basis. By-laws established in 1922 and a constitution approved in 1975 form the foundations of Quinault's modern-day government. Our General Council meets annually on the last Saturday in March to hold elections, accept new tribal members, allocate fishing grounds, and discuss other issues relevant to tribal members. The President has both legislative and executive-administrative powers. The Quinault Business Committee, which consists of four executive officers and seven council members, is the law-making body of the QIN.

The Quinault government's administration consists of the following divisions: Administration, Natural Resources, Community Services, Health and Wellness, Tribal Gaming and Public Safety. The Finance Division provides all accounting services for the Nation. The Office of the Attorney General is responsible for internal legal services and law enforcement, and an independent court system makes up our law and justice system. Please see Exhibit A at the end of document for the makeup of divisions. In addition, the Quinault government has established a business arm, the Quinault Nation Enterprise Board, to oversee business enterprises including: Quinault Pride Seafood, Quinault Land and Timber Enterprise, Quinault Beach Resort and Casino, Maritime Resort, the Queets Trading Post, the Taholah Mercantile, Q-Mart I, II, and III, Jolly Roger Seafoods, and Sweet Grass Hotel, all of which promote the growth and develop potential of the Quinault Indian Reservation.

The QIN Reservation consists of lands reserved to the Quinault people through a treaty negotiated and agreed to between the Quinault People and the United States in 1854. It is a land of magnificent forests, rivers, beautiful Lake Quinault, and 23 miles (37 kilometers) of unspoiled Pacific coastline. The Reservation contains some of the most productive conifer forest lands in the United States. The Reservation includes the communities of Taholah, Queets, and Amanda Park where tribal members and non-tribal members reside.

Located on the Pacific Coast of the State of Washington, our lands embrace a wealth of natural resources. Conifer forests composed of western red cedar, western hemlock, Sitka spruce, Douglas fir, Pacific silver fir and lodge pole pine dominate upland sites, while extensive stands of hardwoods, such as red alder and Pacific cottonwood, can be found in the river valleys.



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Roosevelt elk, black bear, black tail deer, bald eagle, cougar, and many other animals make these forests their home.

The Quinault Indian Nation is signatory to the Treaty of Olympia (1856), by which it reserved, among other things, the right of “taking fish, at all usual and accustomed fishing grounds and stations” and the privilege of hunting and gathering, among other rights, in exchange for ceding lands it historically roamed freely. The QIN’s fishing area includes the Quinault Reservation and the entire Chehalis River Basin, including Grays Harbor, as well as marine waters of the Pacific Ocean.

II. SCOPE OF SERVICES

The Compensation Structure individual consultant or firm’s responsibility will include the following:

- Review each job classification and descriptions of each position (approximately 550) within the organization.
- Create a template for a comprehensive position description that can be applied across the board in QIN. Distinguish which positions should be exempt versus non-exempt.
- Conduct regular meetings with QIN Workplace Compensation Committee (WCC) identified staff to clarify position roles and responsibilities as needed.
- Provide a comparative analysis of market data on compensation rates for all positions for which data can be located (in private, tribal and public entities)
- Provide an internal equity analysis of each position.
- Ensure all positions within the Nation have up to date BLS occupation codes.
- Make recommendations of job classifications based on industry standard BLS occupation code.
- Provide viable options and strategies to attract and retain highly qualified and motivated workforce.
- Provide an analysis of current benefits packages to ensure QIN is competitive.
- Work with QIN WCC to develop the percentile threshold in position review process to present to Quinault Business Committee (QBC).
- Present findings to the QIN WCC and QBC providing them with a high-level overview of the process, results and recommendations as needed.
- Prepare and present a final report summarizing the process, findings and estimated impact to the Nation.

III. QUALIFICATIONS & SUBMISSION

The consulting team or individual must demonstrate significant experience in conducting comprehensive compensation structure reviews, with experience working with or understanding in Tribal government structure. The proposal must contain the following:

- A. Executive Summary, a brief cover letter describing the consultant/firm’s interest in the project, with primary contact person, address, email, and telephone number.



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- B. Background, include relevant experience of the firm or individual within the last five (5) years, specifically related to government organizations (in Tribal or non-Tribal sectors). Include the Curriculum Vitae (CV) of all individuals who will be working on this project.
- C. Description of the Proposed Approach and Methodology for carrying out the Scope of Work. The description should identify major tasks to complete the Scope of Work, if a firm the organization of the project team, and the roles and responsibilities of individual members. The description should convey the firm's/consultants understanding of the project, as well as, a proposed timeline of the contract.
- D. Description of Previous Participation in Tribal government programs or in working with a Tribes. Certify whether you are an Indian business or a member of an Indian Tribe.
- E. Current Clients and References: the submission should contain:
- A complete list of current public sector clients and those served within the preceding twelve months of the submission deadline.
 - A list of all clients for whom you have provided organizational assessments to within the past five years and an example of a success achieved with them. Include client, contact name, email address and phone number.
 - A list of all Tribal governments you have provided organizational assessments to including their contact's name, email address and phone number.
- F. Cost of the Proposal for Scope of Work

IV. TERMS OF CONTRACT

Upon selection, a determination will be made for begging the timeframe of services.

V. EVALUATION CRITERIA

Proposals will be evaluated by a committee of professional staff and policy representatives. The following will be considered:

- Ability to meet all proposal requirements
- Technical evaluation of the proposal
- Verifiable Organizational Assessment Experience
- Assessment of capacity to deliver the required services

Indian preference applies.

VI. PROPOSAL DUE DATE

Proposal Due Date: April 28, 2023 by 5:00 pm PST (Late submissions will not be considered)

Submission Method: Via email (preferred), U.S. Mail or other delivery services.

Email: bids@quinault.org

Subject Line: Organizational Assessment Proposal

Submission Address:

ATTN: Ryan Allen, Finance

P.O. Box 189

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Requests for clarification and interpretations of the RFP must be made via email by no later than 5pm PST on April 14, 2023.

All questions regarding the RFP shall be directed to M'Liss DeWald mmiss.dewald@quinault.org and Jeffery Capoeman Jr at Jeffrey.Capoeman@quinault.org by e-mail. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP. The QIN Representatives will make that decision.

The QIN Representatives shall make clarifications, interpretations, corrections, and changes to the RFP by written Addenda.

Preference will be given to inclusion of qualified Indian-owned firms per the QIN's Indian Preference Policy. Respondents must not have been suspended or debarred by the federal government. The Nation's Indian Preference Policy applies (attached). The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97. Indian Contractors must provide certification from the Tribal Employment Rights Office in order to be considered eligible for Indian Preference. **A TERO fee may be assessed.**

This RFP does not commit QIN to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Respondents will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the Nation for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFP. All proposals submitted hereunder become the exclusive property of the Nation. The Nation reserves the right to accept all or part of the bid, or to decline the whole proposal.

The successful respondent will sign the attached Contract documents, sign a Certification and Debarment Form, provide a W-9, submit certifications of required insurance coverage, and obtain a Quinault Indian Nation business licenses for all firms/subcontractors doing work on the Quinault Reservation. Subcontracts must be approved by the Quinault Indian Nation.



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Exhibit A

Division: Administration

Departments: Early Learning (Daycare, Early Head Start, Head Start), Education, Human Resources, Tribal Employment Rights Ordinance (TERO), Temporary Assistance for Needy Families (TANF), Language, Communications, Child Support Services

Division: Natural Resources

Departments: Fisheries, Fisheries Enhancement, Vessel Monitoring, Environmental Protection, Forestry, Fire, Forest Development, Forest Roads, Forest Tech, Forest Harvest, Land Management, Enrollment, Realty, Geographic Information Systems (GIS)

Division: Community Services

Departments: Planning, Construction, Roads, Beautification, Maintenance, Custodial, Culture and Museum, Utilities

Division: Health and Wellness

Departments: Pharmacy, Business Office, Chemical Dependency, Behavioral Health, Family Services, Dental, Medical Services, Senior Services, Community Health Resource (CHR), Nutrition, Covid Response Team, Commodities

Division: Public Safety

Departments: Police, Corrections, Emergency Management, Animal Control, Resource Enforcement

Divisions without departments: Office of the Attorney General/Legal, Court, Information Technology, Tribal Gaming Agency, Finance, Quinault Business Committee Staff