



Resighini Rancheria Request for Qualifications (RFQ)

Bid Release Date: April 15, 2024
Bid Closing Date: May 15, 2024
Bid Contact: Michelle Kunst, Marine Natural Resources Manager
Resighini Rancheria
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INTRODUCTION: The Resighini Rancheria (“Tribe”) is seeking a qualified Contractor to perform data entry into an Indigenous Traditional Knowledge (ITK) Database. The Resighini Rancheria is a federally recognized Tribe of Yurok people, located on the far northern coast of California in Del Norte County, approximately forty (40) miles south of the Oregon border.

The Tribe has a database tool that was created to house Indigenous Knowledge for use by the Tribe and Tribal citizens in the preservation, continuance, and revitalization of Yurok cultural lifeways and environmental stewardship throughout ancestral territory. This database is designed to securely hold ethnographic, archival, and other materials that come directly from the community and/or have been repatriated back from outside institutions. It allows for the creation of derivative entries describing cultural practice, relationships between people, non-human beings, places, and bibliographic information. It is also designed to act as a repository for digital copies of primary source material and features some mapping capabilities. The intended outcomes of this work include helping preserve and restore traditional stewardship practices, set measurable benchmarks within the Tribe to better illustrate climate impacts, reinforce Tribal ownership and agency over these data, and support contemporary tribal efforts to transmit and steward traditional knowledge.

A Contractor is needed to assist with the analysis of ethnographic and archival materials and related data entry into the ITK Database. The database is hosted at the Tribal Office in Klamath, CA, thus the Contractor would need to work in person, although remote options may be considered.

PROJECT SCOPE: The Tribe seeks a Contractor, who will be tasked with:

1. Working closely with Tribal staff to develop a plan for materials to be reviewed, analyzed, and entered into the ITK Database.
2. Participating in training to learn the functionality of the ITK Database and how to review, analyze, and enter information.
3. Uploading ethnographic and archival source information onto the database.
4. Processing ethnographic and archival source material to create derivative entries in the database, including geospatial references.

5. Working expeditiously to enter as many ethnographic and archival materials into the ITK Database as feasible.

EXPECTED COMPENSATION AND TIMELINE: The Tribe has a total of \$15,000 for this work and is projecting to pay \$40/hour for a total of 375 hours. Total hours must be completed by October 31, 2024.

PROPOSAL REQUIREMENTS: Each proposal must contain the following elements:

- Cover Page – Contractor name, contact information, project title, and date of submission.
- Letter of Interest and Qualifications – Letter that demonstrates the following:
 - Experience as a practitioner and/or understanding of Yurok and/or another Indigenous knowledge system;
 - Demonstrated success working in Indigenous led spaces;
 - Familiarity with archival work, including primary source research and secondary materials development;
 - Experience contextualizing materials that feature a high level of researcher bias,
 - Experience with database data entry and computer software;
 - Other qualifications you think are important to share.
- References – at least two (2) personal (non-family) or work references.
- Copy of valid Tribal identification card, if requesting Indian Hiring Preference.

Any respondent failing to submit information in accordance with the procedures set forth in the Request for Qualifications may not be considered responsive and may therefore be subject to disqualification.

PROPOSAL SUBMISSION: Any proposal must be submitted to the Tribe by 5:00 pm (PST) on May 15, 2024. All proposals must be submitted via email to michelle.kunst@resighinirancheria.com.

The Tribe takes no responsibility for email submissions and the sender bears the responsibility for ensuring that the email is received and can be opened and viewed. Incomplete proposals will not be reviewed.

EVALUATION PROCESS: Within five (5) business days of the Bid Closing Date, submittals received by the deadline will be reviewed by a three (3) person Evaluation Team from the Tribe. All submittals that are determined to have the necessary components, as required in this Request for Qualifications, will be qualified to be eligible for evaluation. The Evaluation Team will review each submittal and prioritize respondents based on scoring criteria.