



# **Picayune Rancheria of the Chukchansi Indians**

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**Request for Proposal (RFP)**  
**Enrollment Committee Support Services**  
Genealogy, File Audits, and Hearing Support

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**May 20, 2026**

## **Request for Proposal**

### **General Background**

The Picayune Rancheria of the Chukchansi Indians (“Tribe”) is seeking qualified individuals or firms to provide part-time, as-needed support services to the Enrollment Committee.

This Request for Proposals (RFP) is issued in accordance with the Tribe’s Procurement Policy & Procedures, which require competitive proposals for professional services

### **Project Scope**

The selected contractor will provide support services to the Enrollment Committee, including but not limited to:

- Providing **genealogical research and training** to Enrollment Committee members
- Assisting with **file audits**, including identifying and locating supporting documentation
- Assisting in **organizing and reviewing enrollment files**
- Preparing materials for **Enrollment Committee hearings**
- Assisting with **hearing preparation**, including case file organization and documentation
- Providing guidance on historical enrollment records and processes

Services will be provided on a **part-time, as-needed basis**, with no guaranteed hours.

### **Terms of Services**

Services will be performed on an **on-call basis**, depending on the needs of the Enrollment Committee.

### **Compensation**

Proposals must include an **hourly rate** for services.

(No rate is predetermined; proposals will be evaluated based on qualifications and cost.)

## **Qualifications**

Qualified applicants should demonstrate:

- Experience in **Tribal enrollment processes and genealogy research**
- Knowledge of **enrollment records, audits, and verification procedures**
- Experience assisting with **hearings or administrative review processes**
- Ability to handle **confidential and sensitive information**

Prior experience working with Tribal enrollment departments is preferred.

In accordance with the Enrollment Ordinance, the individual may not be engaged by the Tribe or any Tribal entity for any other purposes while assisting with the Enrollment Committee.

## **Submission Requirements**

Proposals must include:

- Resume or qualifications
- Relevant experience
- Proposed hourly rate
- Availability (as-needed/on-call basis)
- At least two (2) references

## **Evaluation Criteria**

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Knowledge of enrollment and genealogy work
- Ability to perform scope of work
- Cost (hourly rate)

## **Tribal and Native American Preference**

PRCI exercises Tribal and Native American Preference as follows:

1. First preference is given to enrolled Tribal Members of the Picayune Rancheria of the Chukchansi Indians, and to responsive bids from bidders in which an enrolled PRCI Tribal Member is a sole or majority owner.
2. Preference is next given to any responsive bids from bidders in which an enrolled member of any federally recognized Indian tribe is a sole or majority owner.
3. Bidders claiming Tribal or Native American Preference must submit the following with the response to this RFP:
  - a. Evidence that the majority ownership of the bidders consists of one or more persons who are enrolled members of PRCI or another federally recognized Tribe; and
  - b. Evidence that the persons claiming Tribal or Native American Preference are actively involved in the management and operation of the bidders.

## **Evaluation Criteria**

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Knowledge of enrollment and genealogy work
- Ability to perform scope of work
- Cost (hourly rate)

## **Submission Deadline**

All proposals must be submitted by: June 19<sup>th</sup>, 2026

Submit proposals to:

ddavisenrollment@chukchansi-nsn.gov

## **General Conditions**

- The Tribe reserves the right to reject any or all proposals
- This RFP does not commit the Tribe to award a contract
- All work must comply with Tribal policies and confidentiality requirements
- The selected contractor may be required to execute confidentiality agreements and comply with all confidentiality requirements prior to access to enrollment records, files, or protected information

## **Contact Information**

For questions regarding this RFP, please contact:  
ddavisenrollment@chukchansi-nsn.gov

## **Contractor Selection**

The selected Contractor must sign the Tribe's Professional Services Contract without modification to the essential terms.

## **Reservation of Rights**

The Picayune Rancheria of the Chukchansi Indians reserves the right to award or reject any bid, response, or proposal for any reason, to request additional information, to request a modification of any bid or proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP or to cancel the project, at any time for any reason, at the sole discretion of PRCI.

## **On behalf of the Enrollment Committee,**

Denise Davis  
Enrollment Committee Chair  
Picayune Rancheria of the Chukchansi Indians