



Picayune Rancheria of the Chukchansi Indians

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Request for Proposal (RFP)

Hand Games Coordinator Chukchansi Day

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June 4, 2026

Request for Proposal

General Background

The Picayune Rancheria of the Chukchansi Indians Tribal Government is currently seeking a Hand Games Coordinator to oversee the planning and execution of the Hand Games tournament held in conjunction with Chukchansi Day on October 17, 2026. Chukchansi Day is an annual event that brings together tribal members to celebrate culture, community and tradition. The Hand Games tournament is a key component of this celebration and is intended to provide a respectful, engaging, and culturally appropriate experience for all participants and attendees.

Project Scope Elements

1. The Hand Games Coordinator will operate within assigned budget.
2. Responsible for coordinating financial aspects related to the tournament such as properly documenting and tracking prize money, stipends, equipment, and any associated costs in collaboration with the PRCI Finance Department. A designated Finance Department staff member will assist with financial processing, disbursement of prize funds, and ensuring compliance with Tribal financial procedures. The Hand Games coordinator will maintain accurate records, collect required documentation (including registration forms, waivers, receipts, and W-9 forms), and submit all required financial reporting in accordance with Tribal policies.
3. Responsible for marketing and outreach efforts to encourage participation, including the development and distribution of flyers, notifications, and other promotional materials to attract teams and participants.
4. Responsible for managing all aspects of the hand game tournament operations, including fair play, resolving disputes in a professional manner with respect and fairness to all tribal members, participants, and observers. A clear set of rules must be established and made visible to participants prior to and during the event. Hand game rules must be submitted for approval prior to the event.
5. Once tournament is completed, write a follow-up report documenting all aspects of the hand game tournament including what went well and what needs improvement.
6. The Hand Game Coordinator will report to the Education Department Director in coordination with the Language and Culture Department Director for all elements of the hand game tournament project scope.

Project Schedule

Request for proposal will be released to the public on or before June 5, 2026 at 4:30pm.

Requests for Information (RFI) are due on or before June 18, 2026, at 5:00 pm.

Proposals are due on or before June 25, 2026, at 5:00 pm. All proposals must be submitted electronically to: rfp@chukchansi-nsn.gov.

Selection of the Hand Games Coordinator is expected to occur on or before July 2, 2026.

Negotiation, finalization, and execution of the contract is expected to be complete by July 16, 2026.

Notice to Proceed is expected to be issued by the PRCI Education Department Director in coordination with the Language and Culture Department Director on or before July 17, 2026.

Required RFP Response Information

Each response to this RFP should include the following:

- A summary of the bidder's qualifications.
- A detailed summary of past Hand Game Tournaments coordinated including location(s), dates and name tribe(s).
- A detailed report on associated costs for proposals and contracts.
- A detailed list of all references.
- A summary of the bidder's experience working with Tribal Governments.

PRCI exercises Tribal Preference and Native American preference in contracting; Bidders are encouraged to include any information in the RFP response that would qualify the bidder for Tribal or Native American Preference.

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.

Hand Games Coordinator Selection:

The selected Hand Games Coordinator Contractor will be expected to sign a contract that recognizes the sovereignty of the Picayune Rancheria of the Chukchansi Indians along with recognizing the tax- exempt status of the Tribe.

Please submit all questions, RFIs, and/or responses to the RFP electronically to:
rfp@chukchansi-nsn.gov

Project Award

The rating factors to be used in the award of this contract are as follows:

<i>Criteria</i>	<i>Points</i>
Relevant Experience:	
Demonstrated experience coordinating Native American cultural events, tournaments, or community gathering.	30 Points
Knowledge and understanding of traditional Native American hand games, tournament structure, and cultural protocols	20 Points
Proposed project approach, organization, and event management plan	20 Points
Cost proposal and ability to operate within budget	15 Points
Tribal Preference	10 Points
Native American Preference	5 Points
Total Possible:	100 Points

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.