

REQUEST FOR PROPOSALS

FULL-SERVICE HUMAN RESOURCES CONSULTING SERVICES



JANUARY 2026

RFP Issued by:
Pit River Tribe
36970 Park Avenue
Burney, CA 96013

RFP Closing date and time: One (1) digital copy to be sent via email to chairman@pitrivertribe.gov, vicechairman@pitrivertribe.gov and ta@pitrivertribe.gov must be received by 5PM Pacific Time on February 2, 2026. All questions must be submitted via email.

REQUEST FOR PROPOSAL – HR CONSULTANT

FULL-SERVICE HR CONSULTING SERVICES

The Pit River Tribe (PRT), a federally recognized Tribal Nation, hereby invites qualified and experienced full-service Human Resources consulting firms to submit proposals to provide outsourced Human Resources services for the Tribe.

BACKGROUND

The Pit River Tribe (“The Tribe”) seeks to engage a qualified Human Resources consulting firm to perform the full scope of duties traditionally assigned to the Human Resources Director, as outlined in the Tribe’s existing [Human Resources Director Position Description](#).

This Request for Proposals (RFP) is issued by the Pit River Tribal Administration, acting under the authority of Tribal leadership and in accordance with Tribal law, policy, and procurement practices. The Tribe retains its inherent sovereign authority throughout this procurement process.

The selected consultant will function as the Tribe’s senior Human Resources authority, providing strategic, operational, and compliance-based HR leadership in support of:

- Tribal Administration
- Tribal Council
- Tribal enterprises and departments
- Tribal employees

The consulting firm will report directly to the Tribal Administrator and shall provide comprehensive, full-service Human Resources functions, converting all duties of the Human Resources Director position into consultant-delivered services. The consultant will be accountable for outcomes, deliverables, timelines, and coordination with Tribal leadership. All services must be delivered in a manner that respects Tribal sovereignty, Indian Preference, confidentiality, and the cultural values of the Pit River Tribe.

CONTRACT TERM

The Tribe seeks a contract term of one (1) year. A three (3) month probationary period will be observed, after which the contract may extend for the remaining nine (9) months. The Tribe may, at its sole discretion, renew the contract for additional terms based on performance, funding availability, and Tribal needs. The Tribe reserves the right to terminate this contract for

cause, including but not limited to failure to perform duties, unexcused absences, misconduct, or other breaches of contract obligations, upon written notice to the contractor.

LOCATION & DURATION

The Tribe's Trust land is located in two counties of California— Shasta County just South of Burney, California on the eastern side of Highway 299, and Modoc County, in Alturas, California. In-person, 8AM-5PM in Burney, CA is strongly preferred.

SCOPE OF SERVICES

The intent of the scope of services and tasks provided below is to serve as a framework which the Respondents can use to develop a more detailed scope of work based on their professional expertise and knowledge. Respondents are encouraged to contact the Chairman at chairman@pitrivertribe.gov, Vice Chairman at vicechairman@pitrivertribe.gov and Tribal Administrator at ta@pitrivertribe.gov before submitting final proposals if necessary. The final scope of services will be negotiated with the Successful Respondent.

(a) Human Resources Administration & Policy Management

- Review, update, and maintain job descriptions for all Tribal positions
- Develop, implement, and maintain Tribal personnel policies and procedures
- Ensure alignment with Tribal ordinances, policies, and governance directives
- Advise Tribal Administration and Council on HR-related policy matters

(b) Recruitment, Hiring & Onboarding

- Design and manage recruitment, testing, and interview processes
- Counsel managers on candidate selection and hiring decisions
- Verify licensure, certifications, and qualifications as required
- Conduct or coordinate background investigations when appropriate
- Develop and deliver new-hire orientation and onboarding programs

(c) Compensation, Benefits & Pay Equity

- Conduct periodic compensation and pay equity analyses
- Recommend and implement pay structure revisions
- Analyze raises and incentives against approved budgets
- Manage employee benefits programs, vendor relationships, and billing approvals
- Prepare HR-related budgets, including benefits and compensation

(d) Employee Relations & Grievance Management

- Advise managers and employees on interpretation of personnel policies
- Investigate complaints, grievances, and workplace concerns
- Support disciplinary processes and corrective actions

- Train managers in coaching, performance management, and discipline
 - Ensure proper documentation and procedural compliance
- (e) Compliance & Risk Management
- Ensure compliance with applicable Tribal, federal, and state employment laws
 - Monitor and advise on new or changing labor laws and regulations
 - Maintain confidentiality, security, and integrity of personnel records
 - Establish and maintain HR recordkeeping controls
- (f) Safety & Workers' Compensation
- Oversee workplace safety and training requirements
 - Coordinate workers' compensation claims and reporting
 - Monitor accident and injury documentation and follow-up
 - Recommend workplace safety improvements
- (g) Training, Performance & Leadership Support
- Design and deliver staff and management training programs
 - Oversee performance evaluation systems and timelines
 - Provide HR guidance as part of the senior management team
 - Support organizational development and continuous improvement
- (h) Reporting & Strategic HR Planning
- Prepare and submit monthly Human Resources reports to Tribal Administration and/or Tribal Council
 - Analyze workforce trends and recommend strategic improvements
 - Support long-term HR planning aligned with Tribal priorities
- (i) Confidentiality and Compliance
- Maintain strict confidentiality of all Tribal and personnel information
 - Comply with all applicable Tribal, federal, and state laws
 - Protect sensitive data and personnel records

SCHEDULE

- Friday, January 2, 2026: RFP Announcement
- Monday, February 2, 2026: Deadline for Proposals Submission
- Monday, February 2, 2026 – February 13, 2026: Evaluation of Proposals & Selection of Vendor
- February 16, 2026: Contract Award Announced & Kick-Off

BUDGET

Compensation Structure: Fixed annual contract

Contract Amount: \$95,000

Payment Schedule: Monthly

Proposals must clearly identify:

- Pricing structure
- Billing frequency
- Any optional or supplemental services (clearly separated and priced)

EVALUATION CRITERIA

Respondents to this RFP will be evaluated in accordance with the following criteria and are requested to include the following information:

Approach and Schedule

Proposals shall include a timeline to complete the work under this RFP.

Technical Capabilities

- Detail the technical resources, credentials (i.e. SHRM certification, labor law expertise, etc.) and your firm possesses to execute the scope of work efficiently. Include information on specialized software tools, and any innovative technologies your firm utilizes.
- Explain your processes to ensure adherence to project specifications, timelines, and budget constraints. Provide examples of how these processes have been successfully implemented in past projects.
- Describe your firm's relevant experience, with demonstrated work for Tribal governments or Indigenous organizations (strongly preferred)

Qualifications of the Team

Proposals shall include a description of the key personnel working on this project and any subcontractors that will support the effort. This description shall include a breakout of the roles and responsibilities of the identified personnel and subcontractors. Resumes should be included and be no more than two (2) pages in length. The resume shall be presented as an appendix at the end of the document and are not included in the page count. The following credentials are strongly preferred: MBA, SHRM, PHR, Business Degree or equivalent.

Indian Preference

Preference will be given to qualified Native American-owned firms or firms demonstrating a strong commitment to Indian Preference in accordance with applicable Tribal and federal law.

AWARD

Issuance of this RFP does not obligate the Tribe to award a contract. The Pit River Tribe will make the contract award to the most qualified offeror, or the firm deemed the most advantageous to

completing the project. The Tribe will make a good faith effort to ensure small businesses and minority owned businesses, women's business enterprises, and firms located within or near the Tribe's area are used whenever possible. The Pit River Tribe reserves the right to:

- Reject any or all proposals
- Waive informalities
- Modify or cancel this RFP at any time
- Award a contract in the best interest of the Tribe

TYPE OF CONTRACT

Copy of Certificate of Insurance

Contractors shall submit a Certificate of Insurance (photocopy).

Additionally, this contract will be a firm-fixed price contract that will have established payment terms that are negotiated with the firm selected. final payments of the contract will be held until the final report is provided to Tribal Council.

PROPOSAL FORMAT

Proposals should adhere to the following requirements:

- Cover Page
- Name of Organization
- Address
- Point of Contact
- Email and Phone Number
- EIN
- Full Proposal
- No more than 10 pages that are 8.5" x 11" with 1" margins
- Should clearly cover the following aspects that will be evaluated
- Technical Capabilities (as listed above).
- Past Performance (description of other projects that the firm has completed that is similar in scope within the last five years; please provide a reference for the projects included as part of past performance; include size of project, contact email and phone number, and location of project)
- Qualifications of Team (e.g. – resumes no more than 2 pages each; qualifications of any subcontractors; description of structure to include who will be responsible for which pieces of the work)
- Resumes are not included in the 10-page limit and should be included as an appendix at the end of the document.
- Approach and Schedule (e.g. – timeline of work to be completed; how you proposed to execute the work/plan/meet timelines; identify key aspects of your firm's approach to completing the work).

PROPOSAL DEADLINE

RFP Closing date and time: One (1) digital copy to be sent via email to chairman@pitrivertribe.gov, vicechairman@pitrivertribe.gov and ta@pitrivertribe.gov must be received by 5:00 pm Pacific Time on February 2, 2026. All proposals may be submitted by mail or sealed and hand delivered to:

Yatch Bamford, Chairman
Pit River Tribe
36970 Park Avenue
Burney, CA 96013

Method of Review

Attention is called to the fact that Indian Preference is incorporated into the evaluation of all submitted proposals under Section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b)).

Statement of Work: The proposer will oversee and coordinate all activities required to successfully complete the services and products that are the subject of this Request for Proposal.

In the event that only one proposal is received by the Tribe, the Tribe is not required to accept the proposal; however, the Tribe may accept the proposal. Proposals will be accepted if they meet the criteria set out above and if a mutually acceptable contract can be negotiated. The Tribe may make a selection of the professional within 15 working days after the presentation of the proposal.

The Tribe reserves the right to reject any or all proposals based upon the documented reasons including the determination that any or all proposals are non-responsive. The Tribe will review all proposals received, and may contact offerors to request further information, either in written or digital form or in the form of a presentation to the Tribe. The Tribe may accept any given proposal as submitted or may negotiate with an offeror to establish terms most advantageous to the Tribe. The decision of the Tribe shall be final and not subject to appeal.