



## PORT GAMBLE S'KLALLAM TRIBE Request for Proposals for DEI Assessment

### BACKGROUND

#### Vision

*“Port Gamble S’Klallam Tribe uses our many resources to maintain a proud, strong, healthy, educated community that uses innovation to ensure all our people enjoy a good quality of life.”*

Mission: The mission of the government of the Port Gamble S’Klallam Tribe is to improve the quality of life for all tribal members. We accomplish this through decision-making that considers future generations, competent administration and management, preservation and protection of our rich cultural heritage and natural resources, the enhancement of economic opportunities, and the protection of tribal sovereignty through determining our own destiny.

### BRIEF DESCRIPTION OF TRIBE

The Port Gamble S’Klallam Reservation is located on the northern tip of the Kitsap Peninsula in Washington State. It is situated on Port Gamble Bay, for generations an important natural resource for the Tribe and other Native Americans.

The Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S’Klallam Tribe is currently just over 1,300 enrolled tribal members. About half the tribal members reside on the reservation, along with other community members. More information about the Tribe can be found at the Tribe’s website: [www.pgst.nsn.us](http://www.pgst.nsn.us)

### DESCRIPTION OF THE TRIBAL GOVERNMENT

The Port Gamble S’Klallam Tribal Council is comprised of six elected officials serving two year staggered terms. It serves as the executive and legislative body of the Tribe and convenes twice a month to establish policy, review budgets and finances, and ensure staff is carrying out the responsibilities delegated to it to fulfill the vision and mission of the Tribe.

The tribal government employs approximately 300 employees and provides numerous direct services to the tribal membership. The Tribe also owns a casino, a convenience store, a tribally designated housing entity, and operates a 501 (c) 3 non-profit foundation. The casino operates class II and III gaming and employs approximately 225 employees, this number includes part-time and on-call staff. This Proposal seeks to work with a contractor who will perform diversity, equity and inclusion assessment for the government.

### SCOPE OF WORK

The Port Gamble S’Klallam Tribe (PGST) is seeking responses from individuals to conduct a Diversity, Equity, Inclusion (DEI) assessment of tribal government programs and the government as a whole.

Port Gamble S'Klallam Tribe is seeking the services of a consultant (individual or firm) to review current practices, meet with Tribal Council along with executive staff, and facilitate internal discussions between and across all staff. Through partnership with the Tribal Council, PGST executive staff which includes the Director of HR, the consultant will deliver a comprehensive strategic plan to help us best create a culture of diversity, equity, and inclusion, and guide the integration of DEI principles into our culture and operations.

The consultant selected must have proven expertise and demonstrated hands-on experience guiding non-profit and or government agencies through the implementation and successful completion of organization-wide DEI transformation. The scope of work outlines the phases and deliverables of the project. However, PGST may consider an alternative approach to the project if proposed by the consultant.

This project will last until June 1, 2025, and includes several activities and deliverables including:

- Conduct an analysis and develop a baseline assessment report of PGST's current organizational practices and level of DEI awareness and competency. Identify impediments to integrating DEI principles and priorities to further strengthen DEI capacity to shape and execute PGST's operations.
- Identify the areas and define the approaches and guidelines on how to incorporate DEI principles and practices into all PGST's departmental strategic plans which may include, but are not limited to:
  - Hiring goals & processes
  - Workplace inclusion & organizational culture development
  - Accessibility of facilities/buildings, resources, and assets
  - External relations & communications
  - Staff development
  - Programing/Services offered needs such as youth groups to "Aging in Place"
- Develop PGST's long-term DEI strategy and prioritize recommendations.
- Work with staff and elected officials to develop PGST's mission statement for diversity, equity and inclusion.
- Identify and incorporate qualitative and quantitative performance metrics and data indicators to gauge DEI initiatives.
- Identify steps the Tribe could take to build trust and meaningful engagement with historically underrepresented and marginalized groups, as well as community partners.
- Provide insight and knowledge on DEI best practices in the field (with a particular focus on tribal government agencies).
- Develop a training strategy to increase staff DEI competencies, skills and capacity that reflect PGST's DEI goals.

## **PROPOSED SCHEDULE**

- a. Tribe to release RFP by February 14, 2024
- b. Proposals due by: March 14, 2024
- c. Tribe interviews and selects by: April 14, 2024

## **PROPOSAL REQUIREMENTS/GUIDELINES**

- d. Letter of Interest and overall qualifications.
- e. Name of provider who will be responsible for the performance of any work assigned including all contact information.
- f. Detailed biographies and summary of the relevant experience of each provider who would be available to perform services on behalf of the Tribe.
- g. Description of the services provided to tribal or other clients over the last three including examples of successful results as well as unsuccessful results.
- h. Three references from current or former clients, including tribal clients.
- i. A description of any costs that would be charged to the Tribe to provide the agreed upon services.
- j. Statement of availability to commence and complete work

## **PROCEDURES FOR SUBMISSION**

Interested consultants are invited to submit electronic copies of their written proposal by 4:00 on March 14, 2024, to CFO Executive Assistant, Amanda Purser at [amandap@pgst.nsn.us](mailto:amandap@pgst.nsn.us) .

All material submitted in response to this Request for Proposals becomes the property of the Tribe and will not be returned. Proposals are limited to 5 (five) pages. Proposals exceeding the page limit shall be competitively disadvantaged.

## **SELECTION CRITERIA (IN NO PARTICULAR ORDER)**

- k. Reasonableness of fees
- l. Qualifications of candidate
- m. Availability
- n. Organizational development expertise and experience, especially as it relates to Native American Tribes

## **REJECTION OF RESPONSES**

The Tribe reserves the right to not award a contract at all.

## **DISPUTE RESOLUTION AND WAIVER OF SOVEREIGN IMMUNITY**

Any candidate responding to this Request for Proposals should include a statement of their consent to the jurisdiction of the Port Gamble S'Klallam Tribal Court for the resolution of any disputes that may arise between the consultant and the Tribe along with their agreement that any waiver of sovereign immunity that may be included in a contract between the Tribe and the consultant will be limited to declaratory and injunctive relief in Port Gamble S'Klallam Tribal Court. **A model contract is provided as a part of this RFP and the successful candidate will be expected to use the standard terms of the model in the final agreement.**