Request for Qualifications

November 17, 2026

Yakama Nation Fisheries, Request for Qualifications

Facilitation Support

OVERVIEW

The Yakama Nation is a federally recognized Indian tribe pursuant to the Treaty of Walla Walla, June 9, 1855 (12 Stat. 951). As set forth in the Treaty of 1855, other federal statutes, and court decisions, the Yakama Nation holds reserved rights and responsibilities as a co-manager of fisheries in the Columbia River Basin. The Yakama Nation uses its authorities under the Comprehensive Environmental Recovery and Compensation Liability Act (CERCLA) to participate in the cleanup and restoration of hazardous waste sites in the Columbia River Basin. Yakama Nation's work and actions are focused on a clean and productive Columbia River that sustains the cultural practices of Yakama members and improves life for our neighbors and future generations.

Yakama Nation Fisheries is a leader in restoration and protection of natural and cultural resources. Due to the complexity and significance of this work, YNF is seeking qualified facilitation experts to aid in planning and facilitating a program development workshop for staff, including strengthening operating systems, improving workflows, and supporting IT and systems growth. The facilitator will help staff define program priorities, identify system improvements, strengthen team collaboration, and deveop actionable strategies for program implementation and improvement. Contracted facilitator services will support the development of the program through a workshop including planning sessions, staff and stakeholder engagement, and documentation of workshop outcomes throughout the duration of the work.

The Yakama Nation is seeking qualifications from a facilitator to provide support in maintaining and growing YNF's projects and initiatives. Responses to this RFQ will be reviewed to establish a support contract. This RFQ will remain valid for contracting purposes for up to 36 months. The Yakama Nation will review the response to this RFQ to establish a facilitation services contract. This RFQ will be considered viable for contracting purposes extending over 36 months.

Scope of Work

The contractor shall be available to provide on-call services for the length of the contract (generally 1 to 3 years). Work schedules, budgets, and deadlines for deliverables will be discussed and agreed upon through task orders. Payment will be made on a cost reimbursement basis. Travel will be required for site research, coordination meetings, staff workshop, briefings and stakeholder engagement for program development and succession planning. Group size requiring facilitation support would range from 5 to 30.

Required Services

- Plan, organize, and facilitate multi-day YNF staff workshop on program development, strategic planning, and systems growth.
- Collaborate with YNF staff to develop workshop agendas, exercises, and materials to guide discussions on capacity, workflows, IT/systems, and succession planning.
- Lead sessions to help staff identify priorities, gaps, and actionable strategies for programs and operations.
- Document workshop outcomes, including action items, strategic goals, performance metrics, and recommendations.
- Support preparation and facilitation of future external workshops or partner engagement events, ensuring alignment with strategic goals.

Work Deliverables

Deliverables will be determined throughout the contract period as support needs are identified. Deliverables will be submitted in formats agreed to by Yakama Nation Fisheries and will generally include electronic versions. Submittals will be the sole property of the Yakama Nation, and no information will be released to other parties without express written permission. Examples of the type of deliverables to be expected are listed below.

- Workshop agendas, exercises, and supporting materials for staff program development and strategic planning.
- Facilitation of in-person workshop, including virtual sessions, on organization capacity, workflows, IT/systems, succession, and strategic priorities.
- Written summaries of workshop discussions, including key decisions, action items, and recommendations.
- Synthesized strategic goals, measurable outcomes, assigned responsibilities, and action items.
- Guidance and materials for future internal or external workshops with staff and partners.

QUALIFICATIONS PACKAGE GUIDELINES

Firms submitting qualifications packages should have the ability to successfully complete work deliverables. Firms should have experience working with Tribes and should experience with providing facilitation services on mid-size organizations working on complex natural resource and cultural issues. Project scope of work, budget, and schedules will be developed in cooperation with the selected firms. Yakama Nation will not pay any costs associated with developing the qualifications package or negotiating any contract that may be awarded post response to this RFQ.

This RFQ document can be accessed on the YNF website link Yakama Nation Fisheries | Yakama Nation Fisheries.

The qualifications package should be no more than 5 pages, excluding resumes and attachments. The package must include: a proposed work team structure and internal controls; experience within the past five years related to the work elements and deliverables described herein, including key staff assigned to the work; resumes of principal(s) and key work team members highlighting relevant experience within the past five years; examples of relevant work (links or attachments); a rates and fees schedule; and references from three to five clients. If the qualifications package includes these required items, it will be evaluated using the criteria in Attachment 1.

- Qualifications packages should be e-mailed to: Natalie Swan, swan@yakamafish-nsn.gov.
- Qualifications packages received after December 18, 2026, 5:00 pm, may not be considered.

Attachment 1: Evaluation Criteria

Qualification package response will be evaluated using the following criteria, each criterion will be weighted equally.

1. Experience working with Yakama Nation or other federally recognized Tribes, including culturally appropriate facilitation and collaborative engagement.
2. Experience facilitating staff workshops, program planning sessions, or strategic planning processes.
3. Experience in developing and implementing organizational strategies, operational workflows, and systems improvements.
4. Experience guiding staff in identifying priorities, gaps, and actionable strategies for programs, operations, and succession planning.