



TULALIP TRIBES OF WASHINGTON
HR Disciplinary Actions Compliance Audit
RFP No. BOD 2026-HR-01
ADDENDUM NO. 1

Date of Addendum: June 25, 2026
Issued By: Santana Sheldon, Executive Director – Board of Directors
Proposal Due Date: July 2, 2026, 2:00 PM (Local Time) – unchanged

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified herein. This Addendum is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting their Proposals.

All Proposers must acknowledge receipt of this Addendum in their Proposal Submission and Certification form.

1.0 – RFP MODIFICATIONS

Item	Section	Description
1.1	All	No changes to the RFP documents are required as a result of the questions received. The RFP dated June 11, 2026 remains in full force and effect.

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided to clarify issues raised about the RFP. To the extent that changes to the RFP are required, they are noted in Section 1.0 above.

Item	Question	Answer
2.1	re: Exhibit D, Scope of Services (Document Access) — Are disciplinary case files maintained in a digital HRIS system, in physical paper files, or a combination? Will the Consultant be provided remote access to digital records, or will document review require on-site access?	TTT HR will upload documents to a secure portal for Consultant review. On-site access is not required.
2.2	re: Exhibit D, Scope of Services (Case Volume & Complexity) — The RFP references approximately 200 disciplinary actions. Can the Tribes provide a breakdown of case types within that estimate?	A breakdown of case types by category will be provided to the selected Consultant following award. For proposal purposes, assume approximately 200 case files with an average of 25 documents per file. Document types may include notices of concern, witness statements, timecards and reports, signed agreements, photographs, text messages, and video footage.

2.3	re: Exhibit D, Scope of Services (Employee Handbook Versions) — Were any amendments, resolutions, or updates adopted between January 2022 and March 2026 that modified Section VI (Corrective Action) or related disciplinary procedures?	All applicable versions of the Employee Handbook will be provided to the selected Consultant following award.
2.4	re: Exhibit D, Scope of Services (Interviews) — (a) Will interviews be conducted in-person or virtually? (b) What is the estimated number of individuals to be interviewed? (c) Will the Consultant be able to request interviews with specific individuals?	(a) Either in-person or virtual interviews are acceptable. (b) For proposal purposes, assume a NTE amount of 100 total contractor hours , as approved by the Contract Officer. Final interview scope will be determined by the investigators during the engagement. (c) Interview requests are subject to Tribal approval and limited to Human Resources staff
2.5	re: Exhibit E, Report Matrix (Tribal Statistics) — Will the Tribes provide Tribal enrollment status and TERO eligibility data for each employee involved in a disciplinary action, or will the Consultant need to independently determine this from case files?	This data is captured in Tribal records and will be provided to the selected Consultant.
2.6	re: Exhibit D, Scope of Services (Grievance & Appeal Records) — Are grievance filings, appeal outcomes, and related hearing records maintained in the same case files as the disciplinary actions, or separately?	TT HR will share appeals information and statistics with the selected Consultant following award.
2.7	re: Section 7, Project Schedule — Does "Investigation Complete" refer to the conclusion of document review and interviews only, or does it include submission of the Draft Report? Does the Final Presentation occur within or after the 90-day investigation period?	The Tribes expect all work, including the Final Presentation to the Board of Directors, to be completed by the 90-day deadline from Notice to Proceed.
2.8	re: Exhibit D, Scope of Services (Designated Tribal Representative) — Who will serve as the designated representative for day-to-day coordination and document production?	Shaylene Henry, HR Director, and Amanda Hegnes, HR Executive Director, will serve as the designated points of contact for coordination and document production.
2.9	re: Exhibit A, Section 19 (TERO Compliance) — Can the Tribes clarify the TERO compliance obligations applicable to this professional services engagement, including any reporting, fee, or subcontracting requirements?	For Professional Services Contracts TERO only applies as a Tulalip Procurement preference not an employment or contractor requirement. See the scoring matrix for the weighted value for Tribal preference.
2.10	re: Exhibit C, Section 6 – Price Proposal (Travel Expenses) — Should travel expenses be included within the not-to-exceed total, or reimbursed separately?	Travel expenses shall be identified as a separate line item within the Price Proposal but are included in the overall not-to-exceed fee. Proposers should clearly identify all anticipated travel costs, including airfare, lodging, and per diem.
2.11	re: Exhibit A, Professional Services Agreement (Insurance Requirements) — Can the Tribes specify the minimum coverage amounts required for Commercial General Liability, Professional Liability/Errors & Omissions, and Umbrella Liability?	The Tribes' standard insurance requirements for this engagement are as follows: Commercial General Liability — \$1,000,000 per occurrence / \$2,000,000 aggregate; Professional Liability/Errors & Omissions — \$1,000,000 per claim / \$2,000,000 aggregate; Umbrella Liability — \$2,000,000.

2.12	re: Exhibit D, Scope of Services (Prior Reviews) — Have there been any prior internal or external reviews or audits of the Tribes' disciplinary practices that the selected Consultant would be expected to review?	Prior audit reports, if any, will not be made available to the Consultant.
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3.0 – SCOPING ASSUMPTIONS FOR PROPOSAL PURPOSES

The following assumptions are provided to assist Proposers in preparing accurate and comparable Price Proposals. These assumptions establish a baseline for scoping purposes only. Actual scope will be determined during the engagement. Work that exceeds these assumptions will require pre-approval by the Contract Officer.

Item	Scoping Assumption
Case Files	Approximately 200 case files fall within the review period.
Records Per File	For proposal purposes, assume an average of 25 documents per file. Files may include notices of concern, witness statements, timecards and reports, signed agreements, photographs, text messages, and video footage. A detailed inventory is not available for each file; this assumption is provided to establish a baseline for your proposal.
Interviews	For proposal purposes, assume an average of 2 interviews per case file at 30 minutes each. Final interview scope will be determined by the investigators during the engagement.
Hourly Rates	Proposals must include hourly rates for all staff assigned to the project. These rates will be used to calculate fee adjustments based on actual hours expended that exceed the assumptions above. Work that exceeds these assumptions will require pre-approval by the Contract Officer.

4.0 – INFORMATION ONLY

Item	Description
4.1	Day-to-day coordination and document production will be managed through Shaylene Henry, HR Director, and Amanda Hegnes, HR Executive Director. Proposers should not contact HR staff directly during the solicitation period; all questions must be submitted to Santana Sheldon at ssheldon@tulaliptribes-nsn.gov .
4.2	Proposers with questions regarding TERO compliance requirements for this engagement should contact Tory Chuckulnaskit, TERO Director, at toryc@tulaliptribes-nsn.gov . TERO-related questions received after the question deadline will be directed to the TERO office independently by each Proposer.

END OF ADDENDUM NO. 1

Issued by:

Santana Sheldon, Executive Director – Tulalip Tribes Board of Directors

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