

TULALIP TRIBES

REQUEST FOR PROPOSALS

SECTION 105(I) LEASE CONSULTING SERVICES

Issue Date: 9/11/2026

Proposal Due Date: 10/09/2026

Contact Person: Felicia Stripling Tulalip Tribes 6406 Marine Drive Tulalip, WA 98271 Email: fstripling@tulaliptribes-nsn.gov

1. INTRODUCTION

The Tulalip Tribes is requesting proposals from qualified consulting firms with demonstrated expertise in Section 105(I) leases authorized under the Indian Self-Determination and Education Assistance Act (ISDEAA).

The Tribe seeks professional consulting services to assist in the identification, evaluation, development, negotiation, implementation, and administration of Section 105(I) leases for facilities utilized in the delivery of federally funded Programs, Services, Functions, and Activities (PSFAs).

The selected consultant will provide strategic, technical, financial, and administrative support to establish and maximize the Tribe's Section 105(I) leasing opportunities while building internal Tribal capacity for long-term lease management and administration.

2. BACKGROUND

The Tulalip Tribes operates a diverse portfolio of governmental, health, educational, cultural, public safety, housing, natural resources, human services, and administrative facilities that support federally funded programs and services.

The Tribe currently administers numerous programs through self-governance compacts, self-determination contracts, grants, and funding agreements with federal agencies. Certain facilities used to administer these programs may qualify for compensation under Section 105(I) of the ISDEAA.

The Tribe seeks to establish a comprehensive Section 105(l) lease strategy that:

- Identify eligible facilities;
- Maximizes allowable lease compensation;
- Supports future capital planning and facility development;
- Creates long-term financial sustainability; and
- Strengthens Tribal self-governance and self-determination.

The Tribe desires a consultant capable of providing both strategic advisory services and hands-on implementation assistance throughout the lease development and negotiation process.

3. PROJECT GOALS

The goals of this project include:

1. Identifying all existing facilities that may qualify for Section 105(l) lease compensation.
 2. Evaluating planned and future facilities for potential eligibility.
 3. Maximizing allowable reimbursement under applicable federal requirements.
 4. Develop lease proposals and supporting documentation.
 5. Assisting in federal negotiations.
 6. Establishing internal processes for ongoing lease administration.
 7. Supporting future facility and capital planning efforts.
 8. Developing sustainable revenue forecasting methodologies.
 9. Building Tribal staff knowledge and capacity.
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4. SCOPE OF SERVICES

The selected consultant shall perform services including, but not limited to, the following:

Phase 1: Project Initiation and Strategic Assessment

The consultant shall:

- Conduct a project kickoff meeting.
 - Review applicable Tribal, federal, and program documentation.
 - Identify stakeholders and establish communication protocols.
 - Develop a project work plan and implementation schedule.
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- Review existing Tribal facility inventory.

Deliverables

- Project Management Plan
 - Work Schedule
 - Stakeholder Communication Plan
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Phase 2: Facility Inventory and Eligibility Analysis

The consultant shall:

- Inventory Tribal-owned and leased facilities.
- Review facility utilization.
- Analyze program operations conducted within each facility.
- Determine potential Section 105(l) eligibility.
- Evaluate existing and future facilities.
- Identify opportunities for lease expansion and optimization.

Deliverables

- Facility Inventory Report
 - Eligibility Assessment Matrix
 - Preliminary Opportunity Analysis
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Phase 3: Reimbursement Methodology Development

The consultant shall:

- Evaluate allowable reimbursement methodologies.
- Analyze occupancy, utilization, and cost allocation factors.
- Calculate potential lease compensation.
- Develop financial models and projections.
- Recommend strategies for maximizing allowable reimbursement.

Deliverables

- Financial Analysis Report
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- Lease Compensation Methodology
 - Revenue Forecast Model
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Phase 4: Lease Package Development

The consultant shall:

- Prepare lease proposals.
- Develop supporting calculations and documentation.
- Coordinate with Tribal departments.
- Prepare submission-ready lease packages.
- Assist with agency correspondence.

Deliverables

- Draft Lease Packages
 - Supporting Documentation
 - Submission Materials
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Phase 5: Negotiation Support

The consultant shall:

- Support lease negotiations with federal agencies.
- Participate in meetings and conference calls.
- Prepare negotiation strategies and position papers.
- Analyze agency responses.
- Assist with dispute resolution efforts when necessary.

Deliverables

- Negotiation Memoranda
 - Meeting Summaries
 - Agency Response Analysis
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Phase 6: Program Development and Capacity Building

The consultant shall:

- Develop internal lease management procedures.
- Create administrative tools and templates.
- Train designated Tribal staff.
- Provide implementation recommendations.
- Support development of long-term lease administration practices.

Deliverables

- Lease Administration Manual
 - Templates and Tracking Tools
 - Staff Training Program
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Phase 7: Executive Business Case and Strategic Planning

The consultant shall prepare an executive-level strategic report identifying:

- Existing lease opportunities;
- Future lease opportunities;
- Anticipated lease revenue;
- Long-term revenue projections;
- Capital planning opportunities;
- Facility investment opportunities;
- Risk assessment;
- Implementation roadmap;
- Return on investment analysis.

Deliverables

- Executive Business Case
 - Strategic Implementation Plan
 - Presentation to Tribal Leadership
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5. CONSULTANT QUALIFICATIONS

The consultant shall demonstrate:

Required Qualifications

- Minimum five (5) years of experience with Section 105(l) lease development.
- Successful negotiation of Section 105(l) leases for Tribal governments.
- Experience working with self-governance and self-determination tribes.
- Knowledge of federal reimbursement methodologies.
- Experience conducting facility and operational assessments.
- Experience with financial analysis and revenue forecasting.
- Ability to provide strategic planning services.

Preferred Qualifications

Preference may be given to firms demonstrating:

- Experience with Pacific Northwest Tribes.
- Experience working in Washington State.
- Experience with multiple federal agencies including IHS and BIA.
- Experience supporting facility planning efforts.
- Existing familiarity with Tribal governmental operations.
- Tribal-owned, Native-owned, or Native-led firms.

6. PROPOSAL REQUIREMENTS

Proposals shall include the following sections.

A. Cover Letter

Include:

- Firm name and address
- Primary contact information
- Statement of commitment
- Authorized signature

B. Firm Profile

Provide:

- Company overview

- Organization structure
- Years in business
- Office locations
- Relevant experience

C. Project Approach

Describe:

- Understanding of the project
- Proposed methodology
- Work plan
- Schedule
- Risk management approach

D. Project Team

Include:

- Organizational chart
- Key personnel
- Resumes
- Subconsultants

E. Relevant Experience

Provide a minimum of three project examples including:

- Client name
- Project description
- Services performed
- Outcomes achieved
- Contact references

F. Cost Proposal

Provide:

- Fee structure
- Hourly rates
- Estimated hours
- Reimbursable expenses

- Not-to-exceed amount
- Assumptions

G. References

Provide at least three client references.

7. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Criteria	Weight
Section 105(l) Lease Experience	30%
Technical Approach and Methodology	25%
Tribal Government Experience	20%
Project Team Qualifications	10%
References and Past Performance	5%
Cost Proposal	10%

The Tribe reserves the right to conduct interviews as part of the evaluation process.

8. PROCUREMENT SCHEDULE

The anticipated procurement schedule is:

Activity	Date
RFP Issued	9/11/2026
Questions Due	9/18/2026
Responses Issued	9/25/2026
Proposal Due Date	10/09/2026
Proposal Evaluation	10/13/2026
Interviews (if required)	10/16/2026
Notice of Intent to Award	10/19/2026
Contract Execution	11/09/2026

The Tribe reserves the right to modify this schedule.

9. CONTRACT TERM

The anticipated contract term shall be twenty-four (24) months.

10. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format.

Submission shall include:

- One complete technical proposal.
- One separate cost proposal.

Proposals shall be clearly marked:

"RFP – Section 105(I) Lease Consulting Services"

Submit proposals by close of business to:

Fstripling@tulaliptribes-nsn.gov

No late proposals will be accepted unless authorized by the Tribe.

11. TRIBAL RIGHTS AND RESERVATIONS

The Tulalip Tribes reserves the right to:

- Reject any or all proposals.
 - Waive informalities or irregularities.
 - Request clarification from proposers.
 - Conduct interviews.
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- Negotiate with one or more firms.
- Cancel the solicitation at any time.
- Award a contract in whole or in part.
- Award without interviews.
- Request additional information.

The Tribe is not obligated to award a contract as a result of this solicitation.

12. CONFIDENTIALITY

The selected consultant shall maintain confidentiality regarding all Tribal information obtained during the performance of services and shall comply with applicable Tribal laws, policies, and confidentiality requirements.

Proof of insurance must be provided prior to contract execution.

14. PREFERENCE

The Tulalip Tribes encourages proposals from Tribal-owned, Native-owned, and Native-led firms.

Any applicable Tribal preference policies shall apply as permitted by law and Tribal policy.

15. QUESTIONS

All questions regarding this RFP shall be submitted in writing to:

Felicia Stripling, Office Director, Tulalip Tribes, fstripling@tulaliptribes-nsn.gov

No verbal interpretations or clarifications shall be considered binding.

ATTACHMENT A

Cost Proposal Form

(To be completed by proposer.)

ATTACHMENT B

References Form

(To be completed by proposer.)