

# **Burns Paiute Tribe**

## **Request for Proposal (RFP)**

### **Planning & Economic Development Department**



**Business Consultant to support the Establishment of Wa-Da' Corporation;  
a Section 17 Business Development Corporation of the Burns Paiute Tribe with  
potential for subsidiary Tribal Limited Liability Companies (TLLCs)**

Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

Phone: (541) 541-8014

[Steven.genovese@burnspaiute-nsn.gov](mailto:Steven.genovese@burnspaiute-nsn.gov)

RFP ID: PED – 2025 – 02

Prepared by:

Steven Genovese, Planning & Economic Development Director

**Request For Proposal**

**Business Consultant to support the Establishment of Wa-Da' Corporation; a Section 17 Business Development Corporation of the Burns Paiute Tribe with capacity for subsidiary Tribal Limited Liability Companies (TLLCs).**

**RFP ID:** PED – 2025 – 02

**RFP Submission Deadline:** Friday, October 31, 2025

Questions must be submitted via email by Friday, October 17, 2025

**RFP Contact:** Steven Genovese, Planning & Economic Development Director

**Contact Address:** 100 Pasigo Street, Burns, OR 97720

**Email Address:** [steven.genovese@burnspaiute-nsn.gov](mailto:steven.genovese@burnspaiute-nsn.gov)

**Phone:** (541) 589-8014

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**Project Background & Solicitation Statement**

Burns Paiute Tribe (BPT) is located in Harney County, (Eastern) Oregon. BPT is a federally recognized Tribe of 437 enrolled members and is primarily comprised of the descendants of the Wadatika Band of Northern Paiutes. Approximately 160 members reside on a 1200-acre reservation, just north of the City of Burns, Oregon.

BPT has sought to form a business entity to support enterprise development for nearly two decades but has lacked the staff and technical capacity to do so. In addition to Tribal Resolutions 2023-17 and 2023-20 which approved “Tribal Business Codes and Limited Liability Company (LLC) Codes” and the “Creation of a tribally owned LLC – Wa Da’ Holding, LLC”, the Tribe needs support to finalize this process, establishing the necessary legal and financial frameworks to enhance oversight and reinforce our sovereignty as a nation.

As such, the Tribe is seeking a Business Consultant with experience in establishing a Section 17 Corporation, to support the continued economic growth of our community.

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**Services Sought/Scope of Work**

The Tribe seeks a Business Consultant, over a six-month (6) timeframe, to support the establishment – legal structure, governance setup, and compliance, as well as the enablement of enterprise projects and programs - of a Section 17 Corporation. We anticipate the following deliverables by April 30, 2026:

1. Complete Submission of Section 17 Corporation Origination Documents

2. Tribal Limited Liability Corporation (TLLC) Frameworks; Formation & Ordinance
3. Corporation Regulatory Commission (Board of Directors frameworks)
4. Business Development Corporation (BDC) Standard Operating Procedure (SOP) Manual
5. Due Diligence Framework
6. BDC Outreach Materials

**Deliverables, Anticipated Tasks and Timeline:**

<b>Deliverables</b>	<b>Tasks</b>	<b>Timeline (due by)</b>
Complete DOI/BIA Submission Package (above, with Cover Letter, Readiness Checklist, Submission Instructions)	<ol style="list-style-type: none"> <li>1. Draft and share Readiness Checklist with BPT Staff &amp; Tribal Council for approval</li> <li>2. Draft Cover Letter outlining BDC Vision for review by staff &amp; Tribal Council</li> <li>3. Finalize Review of complete DOI/BIA Submission Package</li> <li>4. Submit Full Package to DOI/BIA</li> <li>5. Support review and completion process for BDC</li> <li>6. Final Package Presentation and Training Session, informing relevant Tribal Staff and Tribal Council of BDC</li> </ol>	<ol style="list-style-type: none"> <li>1. December 31, 2025</li> <li>2. February 28, 2026</li> <li>3. March 15, 2026</li> <li>4. March 31, 2026</li> <li>5. April 30, 2026</li> <li>6. April 30, 2026</li> </ol>
Section 17 Charter, Bylaws, and Council Resolution	<ol style="list-style-type: none"> <li>1. Draft charter, bylaws, and Council Resolution for review by staff &amp; Tribal Council</li> <li>2. Finalize Review with staff &amp; Tribal Council support as needed</li> </ol>	<ol style="list-style-type: none"> <li>1. December 31, 2025</li> <li>2. January 31, 2026</li> </ol>
Tribal LLC Enabling Ordinance & Operating Agreements	<ol style="list-style-type: none"> <li>1. Draft Tribal LLC enabling ordinance with sovereign immunity protections and limited waiver provisions for review by staff &amp; Tribal Council</li> <li>2. Develop Customizable Operating Agreements for Existing Tribal Businesses (To Be Determined) and Template for Future Developments               <ol style="list-style-type: none"> <li>a. Assist with Transition of existing Tribal programs or departments to LLCs</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. January 31, 2026</li> <li>2. January 31, 2026               <ol style="list-style-type: none"> <li>a. March 31, 2026</li> </ol> </li> </ol>

	3. Finalize Review of Tribal LLC Enabling Ordinance and TLLC Template and Customized Agreements with appropriate staff & Tribal Council	3. March 31, 2026
Corporation Regulatory Commission Ordinance	<ol style="list-style-type: none"> <li>1. Redevelop Tribal Council Resolution / Draft enabling ordinance establishing Independent Regulatory Body for BDC, defining duties, oversight powers, and compliance mechanisms</li> <li>2. Finalize (Updates to) Existing Resolution / Enabling Ordinance establishing Independent Regulatory Body for BDC with appropriate staff &amp; Tribal Council</li> </ol>	<ol style="list-style-type: none"> <li>1. November 30, 2025</li> <li>2. December 31, 2025</li> </ol>
Business Development Corporation Standard Operating Procedure (BDC SOP) Manual  &  Board Governance Documents	<ol style="list-style-type: none"> <li>1. Conduct Initial Needs Assessment</li> <li>2. Draft SOP Manual to include Operations, Finance, Human Resources, Procurement, Compliance, and Risk Management</li> <li>3. Finalize review of SOP Manual with appropriate staff &amp; Tribal Council</li> <li>4. Facilitate Adoption of SOPs by Board</li> </ol>	<ol style="list-style-type: none"> <li>1. December 31, 2025</li> <li>2. January 31, 2026</li> <li>3. February 28, 2026</li> <li>4. April 30, 2026</li> </ol>
Due Diligence Evaluation Framework	1. Develop a standard process and frameworks for evaluating all proposed ventures and acquisitions with appropriate staff & Tribal Council	1. January 31, 2026
BDC Outreach Materials & Capitalization Pathway Planning Memo	<ol style="list-style-type: none"> <li>1. Support development of BDC Outreach Materials to internal and external partners, potential Board Members, etc.</li> <li>2. Deliver a memo outlining preliminary capitalization pathways and funding options the Tribe may consider for operating BDC and initial ventures.</li> </ol>	<ol style="list-style-type: none"> <li>1. March 31, 2026</li> <li>2. March 31, 2026</li> </ol>

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## Submission Requirements

- Provide a **cover letter** with a business introduction that outlines examples of relevant, large-scale, community planning projects.
- **Deliverables, Anticipated Tasks and Project Timeline, with all proposed project activities.**
- Detailed **schedule and scope of work, and formal bid and budget** for completion of deliverables.
- Past work experience with/understanding of Tribal Governance and structure is strongly preferred.
- Strong understanding of federal grant policies and ability to keep detailed project and financial records is non-negotiable.
- All bidders must disclose any known or potential conflicts of interest.
- Proposals may be submitted electronically via email to [steven.genovese@burnspaiute-nsn.gov](mailto:steven.genovese@burnspaiute-nsn.gov), in-person, or by mail to Burns Paiute Tribe, 100 Pasigo St, Burns, OR 97720

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## Project Timeline

RFP period:	September 29, 2025 – October 31, 2025
Contract selection and approval (target date):	no later than November 15, 2025
Implementation period:	November 15, 2025 – April 30, 2026

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## Budget

This solicitation is being issued pursuant to the Tribe's Procurement Policy for contracts exceeding \$3,500, requiring a competitive RFP process. The Tribe anticipates that the selected consultant will dedicate up to 520 hours of professional services over the six-month contract period, averaging ~20 hours per week. Proposals should include an hourly rate, estimated level of effort, and cost justification aligned with this scope.

The Tribe reserves the right to negotiate final terms and funding availability.

*Any firm anticipating subcontracted work as part of the proposal must be accompanied by background materials for any/all potential subcontractors.*

Please include a detailed budget breakdown that includes:

- Estimated hours worked and hourly rates
- Anticipated Travel and site visits
- Any pass thru or subcontracted work estimates

- Materials or other anticipated costs

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### **Selection Process**

Proposals received will be evaluated and ranked according to the following criteria:

<b>Selection Criteria</b>	<b>Maximum Points</b>
Demonstrated Experience & Qualifications of Key Personnel to forming Section 17 or Tribal LLC entities	50
Dedicated Capacity to meet Timeline of Deliverables	20
Cost Proposal	20
Proposal Presentation and Completeness	10
	<b>100</b>

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### **Terms and Conditions**

BPT has the right to:

1. Reject any/all submitted proposals;
2. Accept all submitted proposals in whole or in part;
3. Elect not to proceed with the services at its absolute discretion.

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### **Confidentiality & Sovereignty**

Vendors must agree that no work product shall be disclosed without Tribal consent and that no term of this agreement shall constitute a waiver of Tribal Sovereign Immunity.

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### **Ownership of Work Products**

All data, plans, reports, and other deliverables produced under this contract shall remain the property of the Burns Paiute Tribe.

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### **Contact Information**

For inquiries regarding project scope/additional details/timelines, to submit questions, or to submit a formal bid, please contact:

**Steven Genovese, Planning & Economic Development Director** at  
[steven.genovese@burnspaiute-nsn.gov](mailto:steven.genovese@burnspaiute-nsn.gov) or (541) 589-8014

*Proposals are due by 5:00pm, October 31, 2025 and can be submitted electronically via email, in-person, or by mail to 100 Pasigo St, Burns, OR 97720. (M-F, 8:00am – 5:00pm)*