



YUROK TRIBE
REQUEST FOR PROPOSAL
INTERNAL AUDIT – TERO DEPARTMENT

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

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Dear Prospective Bidder:

The Yurok Tribe (the “Tribe”) is seeking **a qualified firm to conduct an independent audit of the policies and procedures for the Yurok Tribal Employment Rights Office (TERO)**. Technical questions or requests for clarification shall be directed, in writing, to the email address below. The Tribe’s responses to a proposer’s question(s) will be provided via return email only to the proposer asking the question(s), and not shared with other respondents.

RFP Bid Response Representative:

- Name: Springwind Marshall
- Company: Yurok Tribe
- Address: 190 Klamath Blvd.
- City, State, Zip: Klamath, CA 95548
- Telephone: 707-445-2422 x1925
- Email Address: smmarshall@yuroktribe.nsn.us

1. General Information

Key Dates:

The following table outlines the Tribe’s key dates and events in this RFP process:

| Date | Event |
|---------------------|---|
| 12/18/2025 | RFP is Available |
| 12/19/25 – 01/16/26 | Questions and Answer Period |
| 01/16/26 | Deadline for receipt of proposals to the Tribe’s Office |
| 01/23/26 | Selection completed/contract negotiations begin |

Proposal Submission Instructions:

Each bid must be submitted electronically to the Bid Response Representative above, no later than 3:00 PM (PTS) on the deadline date. The subject line should read: RFP TERO Audit of Policies & Procedures

2. Rules Governing Proposals

Confidentiality:

The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.



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Late Submissions:

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

Acceptance / Rejection of Submittal:

The Tribe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the Tribe. However, the requirements for timelines shall not be waived.

Proposal Evaluation:

A committee of individuals representing the Tribe will perform the evaluation of all proposals. Following this evaluation process, the committee may elect to ask certain respondents to complete an oral interview before the committee. The purpose of the interview is to allow those further selected firms expansion and discussion of their written responses.

Oral Interviews:

Oral interviews are provided at the sole discretion of the Tribe and are for the purposes of allowing the Tribe to broaden their understanding of certain selected respondents.

Final Selection:

The final selection of the successful respondent(s) is scheduled to be completed by **Friday, January 23rd, 2026**.

Insurance Requirements:

Include Proof of Insurance furnished by the respondent's carrier to guarantee the respondent is properly insured. The respondent, once awarded, must file with the Tribe certificates of insurance prior to the commencement of work as additionally insured with Liability Insurance, Comprehensive General Liability insurance, and Professional Liability insurance.

Respondent shall require and verify all subcontractors, if applicable, maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to work.

3. Selection Criteria

- Specialized experience, capabilities, and technical competence, which the individual may demonstrate with the individual's proposed content and requirements to meet the



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project requirements.

- If a qualified Native American-owned company comes within 5% percent of the lowest qualified bidder's total bid, that company may match the lowest bid and receive the award unless the original lowest bidder is a Native American-owned business. A Native American-owned business must be a non-profit or for-profit entity where an Indian or Indians own at least 51% interest and where such Indian or Indians have managerial and operational control of the business operations. Other factors can be found in section 4403 of the Tribal Employment Rights of the Yurok Tribe. The ordinance and other TERO documents can be found at the following link <https://www.yuroktribe.org/tero> . Any contractor claiming Native American preference shall fill out and submit the Application for Contractor/Business Certification.
- Contractors must comply with the YTC for work funded by or conducted on behalf of the Yurok Tribe, including the contractor providing the TERO Office with an Indian Preference Plan, describing how the contractor intends to meet those obligations. See [YTC4501-4602](#).
- All professional services contracts are subject to the Tribe's Employment Rights Ordinance (TERO) and policies and a 1% TERO fee will be assessed on services. See [YTC4601-04](#).

4. Project Description

The Yurok Tribe is seeking proposals from qualified firms to conduct an independent audit of the policies and procedures for the Yurok Tribal Employment Rights Office. The objective is to assess compliance, effectiveness, and alignment with organizational goals and regulatory requirements as it relates to the Yurok Tribal Employment Rights Ordinance.

The selected firm will be responsible for the following:

- Review current departmental policies and procedures;
- Assessing compliance with applicable laws, regulations, and internal standards; and
- Identifying gaps, redundancies, or inconsistencies in TERO applications.

The selected firm will be expected to provide the following:

- Project plan and timeline;
- Interim status reports;
- Draft and final audit report;
- Presentation of findings to Tribal leadership, including Yurok Tribal Council;



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- Providing recommendations for improvements; and
- Delivery a final report with findings and implementation roadmap.

5. Response Format

Please include the following in your proposal:

- a) Letter of Interest
- b) Company profile and qualifications
- c) Description of relevant experience (including past audits)
- d) Detailed approach and methodology to the project description
- e) Project team and key personnel bios
- f) Estimated timeline and milestones
- g) Itemized cost breakdown
- h) Programmatic audit references from similar engagements

6. Evaluation of Criteria

The proposals will be evaluated based on the following criteria and point ranges:

| Evaluation Criteria | Points |
|---|---------------|
| Relevant experience and qualifications | 0-20 |
| Understanding of scope and methodology in Indian Preference | 0-20 |
| Timeline and availability | 0-20 |
| References and past performance | 0-20 |
| Cost effectiveness | 0-20 |
| Native American preference | 0-10 |
| Veteran preference | 0-10 |
| Met all proposal requirements in Request for Proposal | 0-10 |
| Total: | 0-130 |