



REQUEST FOR QUALIFICATIONS:

Support Contractor(s) for

Tribal Code Development

for

Grey Snow Management Solutions

for the client

Iowa Tribe of Kansas and Nebraska
White Cloud, Kansas

Purpose

Grey Snow Management Solutions is seeking statements of qualifications from individuals or firms to provide contractual support services for an ongoing Tribal code modernization project on behalf of their client, the Iowa Tribe of Kansas and Nebraska (ITKN.) This is not a legal or management position, but rather a support role to assist the Tribe's lead code consultant with project coordination, organization, and research related to Tribal codes and policies.

Background

The Iowa Tribe of Kansas and Nebraska is engaged in a multi-phase effort to review, update, and organize its body of Tribal codes, ordinances, and policies. Grey Snow Management Solutions is contracted to develop and draft the necessary code revisions and submit to ITKN for consideration. This RFQ seeks qualified individual(s) to support the lead consultant and the Tribe's internal staff with logistical, clerical, and research-based assistance to successfully achieve the scope of work for this contract.

Scope of Services

Under the direction of the lead code consultant, the support contractor will:

- Assist with compiling, organizing, and formatting draft code documents
- Conduct basic research on existing Tribal policies or related models
- Support scheduling and coordination of code-related meetings
- Gather input from appropriate ITKN staff and implementation partners
- Take notes during meetings and track feedback
- Help manage document revisions and maintain version control
- Prepare materials for internal review, leadership presentations, or legal review

The work is expected to continue through December 31, 2025 with the option to extend based upon funding and client workorder amendments.

Minimum Requirements

This role requires attention to detail, excellent written and verbal communication skills, strong reading comprehension skills, a working understanding of Tribal government structures, an understanding of Ioway culture, and an understanding of current ITKN government capacity. Experience in policy review and drafting is strongly preferred. It is required to have access to a laptop/computer with a word processor, phone, email, and any other technology needed to complete the scope of work. A law degree is not required.

Submission Instructions

Interested parties should submit the following:

1. A cover letter outlining your interest and relevant experience
2. Résumé or summary of qualifications
3. Description of experience supporting Tribal governments or similar administrative/policy projects
4. Proposed hourly rate or fee schedule
5. Number of hours, weekly, and the party would be available to provide on contract
6. Provide at least two writing samples evidencing strong writing ability
7. At least two references familiar with your work are preferred but not required

Review Process and Timeline

Proposals will be evaluated based on:

- Experience with Tribal governments, governance, and policy-related support
- Understanding of Ioway tribal values and needs
- Ability to work independently and meet deadlines
- Organizational and communication skills
- Cost-effectiveness

Grey Snow Management Solutions reserves the right to accept or reject any or all responses to this RFQ and to enter discussions and/or negotiations with one or more qualified firms or consultants, if such action is in the best interest of the Tribe.

Deadline and Submission Instructions

Please submit your proposal by May 27, 2024 to Missty Slater at [mslater@greysnow.com](mailto:m Slater@greysnow.com).