

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. Box 39 Odanah, Wisconsin 54861

## REQUEST FOR PROPOSALS

FOR

### Development of Policy and Procedure Manual for Zhawenindig Program Services

Zhawenindig Program Services is seeking proposals through solicitation for the development of a policy and procedure manual.

To include:

- Familiarity with the Bad River Tribe's Policies and Procedures
- Familiarity with program services provided at Zhawenindig
- Initial meeting with Zhawenindig staff and social and family services director to define objectives of project.
- Create first draft of policy and procedure manual within 3 months.
- Meeting with Zhawenindig Program Services to discuss revisions and provide feedback.
- Rewrite manual including edits and feedback.
- Meeting to present final draft of manual.
- This project is time sensitive and must be completed by September 30, 2026.

The Bad River Band of Lake Superior Tribe of Chippewa Indians is a federally recognized Indian Tribe organized under Section 16 of the Indian Reorganization Act of 1934, U.S.C. Section 476. This entitles the Tribe to government pricing and exempts the Tribe from state sales and use taxes and from federal excise taxes. Therefore, price quotations should not include such taxes.

This Request for Proposals is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) or the Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements. Questions regarding TERO, and if the TERO fee applies to the RFP, may be directed to the Bad River Band's Human Resource office at 715-682-7111.

Firms or persons applying for Indian preference must provide evidence in its proposal of 51% or more Indian ownership. In addition, the firm or person must provide evidence of structure, management and financing affecting the Indian character of the firm. Documentation of and compliance with Indian Preference must accompany the proposal.

Sealed bids must be labeled "Zhawenindig Policies and Procedures" and submitted by February 27, 2026, at 4:00 pm to:

Bad River Tribe  
Chief Blackbird Center  
Attn: Executive Secretary  
PO Box 39/72682 Maple St  
Odanah, WI 54861

Questions regarding this project can be directed to Doreen Maday (715) 682-7151.

Bid opening will be scheduled at Zhawenindig at 4:15PM.

Any or all bids may be rejected when in the best interest of the Bad River Tribe.

Program: CW  
Accounting: JSN  
Posted: 2-10-26  
JB 12:00 am/pm

