



PONCA TRIBE OF NEBRASKA

5805 S 86th Circle • Omaha NE 68127 • Phone: 402.315.2760

REQUEST FOR PROPOSALS (RFP)

Professional Consulting Services

Sovereign Land Trust Conversion and Fee-to-Trust Program Development

Issue Date: 8/3/2026

Proposal Due Date: 8/31/2026

Issued By:

Ponca Tribe of Nebraska
Finance Department

I. Purpose

The Ponca Tribe of Nebraska ("Tribe") is seeking proposals from qualified consulting firms or teams to assist the Tribe in developing and implementing a comprehensive strategy to transition eligible tribally owned fee lands into federal trust status.

The selected consultant will assist the Tribe in evaluating existing land holdings, developing a systematic fee-to-trust process, supporting implementation of Public Law 93-638 contracting opportunities or compacting where appropriate, coordinating required environmental and real estate activities, and establishing long-term procedures for future acquisitions.

The Tribe intends to select a consultant with demonstrated expertise in:

- Tribal land management
 - Federal Indian law
 - Fee-to-trust acquisitions
 - Public Law 93-638 contracting or compacting as appropriate
 - NEPA compliance
 - Federal real estate transactions
 - Project management
-

II. Background

The Ponca Tribe owns fee land that incur annual property tax obligations and other carrying costs.

The Tribe seeks to evaluate opportunities to:

- Reduce recurring property tax liabilities.
- Increase tribal sovereignty over lands.
- Improve efficiency of future land acquisitions.
- Develop internal capacity to manage fee-to-trust activities.
- Establish repeatable processes for future acquisitions.

The selected consultant will provide strategic, technical, and project management support throughout this initiative.

III. Scope of Services

The selected consultant shall provide services including, but not limited to:

Phase 1 – Land Holdings Assessment

Conduct a comprehensive assessment of tribal fee lands including:

- Inventory of all fee properties
- Property ownership verification
- Parcel mapping
- Current use analysis
- Property tax analysis
- Carrying cost analysis
- Title review
- Identification of encumbrances
- Preliminary environmental considerations
- Prioritization recommendations

Deliverables include:

- Complete land inventory
 - Property tax summary
 - Carrying cost report
 - Priority parcel recommendations
-

Phase 2 – Strategic Program Development

Assist the Tribe in evaluating and establishing a long-term fee-to-trust program including:

- Evaluation of Public Law 93-638 contracting and/or compacting opportunities
- Review of applicable BIA programs
- Program design
- Internal workflow development
- Policy recommendations
- Risk assessment
- Staffing recommendations
- Training recommendations

Deliverables include:

- Program implementation plan
 - Policy recommendations
 - Workflow documentation
 - Staffing plan
-

Phase 3 – Fee-to-Trust Application Support

Provide technical assistance with:

- Parcel prioritization
- Title coordination
- Environmental documentation
- NEPA coordination
- Application preparation
- Coordination with legal counsel
- Coordination with federal agencies
- Submission tracking

Deliverables include:

- Completed application packages
 - Status reports
 - Application tracking system
-

Phase 4 – Long-Term Process Development

Develop sustainable procedures for future land acquisitions including:

- Standard operating procedures
- Checklists
- Forms
- Internal controls
- Training materials
- Future acquisition workflow

Deliverables include:

- Operations manual
 - SOPs
 - Training materials
-

IV. Consultant Qualifications

The successful proposer should demonstrate experience in:

- Tribal government consulting
- Fee-to-trust acquisitions
- Federal Indian law
- Public Law 93-638
- Bureau of Indian Affairs procedures
- NEPA compliance
- Title examination
- Project management
- Multi-state land transactions

Preference may be given to firms demonstrating successful completion of similar tribal projects and native-owned firms.

V. Proposal Requirements

Each proposal shall include:

A. Cover Letter

Including:

- Company information
 - Primary contact
 - Authorized signature
-

B. Firm Qualifications

Include:

- History
 - Organizational structure
 - Relevant experience
 - Tribal clients
 - Is your firm a Native American owned enterprise
 - Key personnel
 - Resumes
-

C. Technical Approach

Describe:

- Understanding of project
- Proposed methodology
- Project schedule
- Risk management

- Communication plan

D. Relevant Experience

Provide at least three similar projects including:

- Client
- Scope
- Outcomes
- References

E. Staffing Plan

Identify:

- Project Manager
- Technical staff
- Legal coordination
- Environmental specialists
- Real estate specialists

F. Project Schedule

Provide estimated timeline for:

- Assessment
- Program development
- Initial applications
- Final deliverables

G. Cost Proposal

Provide a detailed fee schedule including:

- Hourly rates
- Fixed fees
- Estimated labor hours
- Travel expenses
- Reimbursable expenses
- Optional pricing
- Performance-based compensation (if proposed)

The Tribe reserves the right to negotiate pricing.

H. Submission Instructions

Submit one electronic PDF and one searchable electronic copy to:

Ponca Tribe of Nebraska

Finance Department

Email: christinem@poncatribene.gov

Subject Line:

RFP – Sovereign Land Trust Conversion Services

Late proposals will not be considered.

XI. Anticipated Deliverables

The successful consultant shall provide:

- Comprehensive land inventory
- Carrying cost analysis
- Property tax analysis
- Priority parcel matrix

- Program implementation plan
- 638 program recommendations
- Standard operating procedures
- Fee-to-trust application packages
- Monthly progress reports
- Final project report
- Staff training materials

