Kiowa Tribe

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Asset Monitoring and Digital Tracking System
Request for Proposal (RFP)

1. Introduction

The Kiowa Tribe of Oklahoma is seeking qualified and experienced firms to design, develop, and implement a comprehensive Asset Monitoring System. This system will support the identification, digital recording, monitoring, and reporting of the Tribe's key assets, including land, property, oil and gas interests, and all associated leases. The primary goal is to strengthen tribal oversight and accountability with respect to third-party operations on tribal lands.

2. Background

The Kiowa Tribe holds various trust and restricted properties, mineral interests, and lease agreements with public and private entities. To maintain sovereignty, protect tribal resources, and ensure fair returns from land use and natural resource extraction, the Tribe seeks a modern, centralized solution for asset tracking and compliance assurance.

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3. Scope of Work

The selected firm will be responsible for providing the following services:

A. Asset Inventory and Digitization

- Conduct a full inventory of the Kiowa Tribe's assets including:
    - Land parcels (fee, trust, and fee status)
    - Buildings and physical infrastructure
    - Oil and gas holdings and well locations
    - Agricultural and energy-related leases
- Create a digital registry of all assets using geospatial mapping and a searchable database.
- Develop a secure cloud-based platform for accessing and updating asset information.

B. Monitoring System Development

- Design and implement an asset monitoring dashboard that enables:

- o   Real-time tracking of oil & gas operations
- o   Oversight of lease compliance (royalty payments, expiration timelines, performance metrics)
- o   Environmental and land use monitoring (option for sensor integration or satellite-based data)

C. Lease and Permit Oversight

- Link lease agreements, right-of-way permits, and other contractual documents to individual assets.
- Develop automated alerts for lease expiration, non-compliance issues, or payment delays.
- Assist in standardizing documentation and procedures for new leases or renewals.

D. Training and Capacity Building

- Provide training to tribal staff on how to use, update, and manage the asset monitoring system.
- Develop user manuals and maintenance guidelines.

E. Additional Services (Recommended)

- Integration of GIS (Geographic Information Systems) tools for spatial analysis and reporting.
- Set up a compliance audit schedule to ensure operators meet lease terms.
- Recommend legal or regulatory tools to enhance enforcement capabilities.
- Provide recommendations for environmental monitoring tie-ins (optional: connect to TEPA or EPA data feeds).

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4. Proposal Requirements

Interested firms must submit the following:

- **Company Overview** – Describe relevant qualifications, previous work with tribal governments, and knowledge of land and mineral asset management.
- **Technical Approach** – Explain your methodology for asset tracking, data digitization, and system development.
- **Key Personnel** – Identify team members who will work on the project and their experience.
- **Work Plan & Timeline** – Provide a clear timeline for project phases (inventory, buildout, deployment, training).
- **Technology Stack** – List software tools or platforms you plan to use and your rationale.
- **Budget Estimate** – Include a detailed breakdown of costs.
- **References** – Provide at least three references from similar work (tribal or governmental preferred).

5. Evaluation Criteria

Proposals will be evaluated on the following:

- Experience working with tribes or on similar land/asset management projects.
- Strength and clarity of proposed monitoring system design.
- Integration of digital tools and innovation.
- Cost-effectiveness.
- Capacity to complete work within the proposed timeframe.
- Cultural awareness and willingness to include tribal perspectives.