



Kiowa Tribe

P.O. Box 369 · Carnegie, Oklahoma · 73015

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GIS Technician Services (RFP)

GIS Technician Services

for

Natural Resources Projects

The Kiowa Tribe Natural Resources Department is requesting proposals from qualified individuals or firms to provide GIS technician services to support mapping, data entry, and geospatial analysis for the Tribe's natural resources management.

This RFP is intended to secure direct, hands-on GIS support for ongoing projects, ensuring that the Tribe's new asset monitoring system is continuously updated with accurate spatial data.

Scope of Work

The selected contractor/consultant will provide services including, but not limited to:

- Entering, cleaning, and managing GIS data related to:
 - Buffalo habitat and expansion areas
 - Farm and ranch property boundaries and infrastructure
 - Orphan oil and gas wells and monitoring activities
 - Water resources, wetlands, and wildlife monitoring sites
 - Cultural and environmental resources
 - Producing maps (digital and print) for reports, grants, and planning.
 - Integrating GPS and drone-collected field data into the Tribe's GIS system.
 - Supporting the Natural Resources Department in preparing spatial datasets for regulatory compliance and grant submissions.
 - Coordinating with the Asset Monitoring vendor to ensure seamless compatibility between datasets and the system.
 - Providing periodic training sessions for tribal staff on ArcGIS data entry and map usage.
 - Delivering quarterly updates, including new or revised map layers, shapefiles, and metadata documentation.
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Qualifications

The ideal candidate/firm should have:

- Demonstrated experience with ArcGIS Pro, ArcGIS Online, and related Esri tools.
 - Experience with GPS/GNSS data collection and drone imagery integration.
 - Strong background in cartography, GIS data entry, and map production.
 - Previous work with natural resource, land management, or tribal projects preferred.
 - Ability to communicate effectively and train staff on GIS basics.
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Indian Preference and TERO Compliance

This contract is subject to the Kiowa Tribe's Tribal Employment Rights Ordinance (TERO).

- All contractors must comply with TERO requirements, including:
 - Payment of a 3% TERO fee on contracts of \$5,000 or more, payable to the Kiowa Tribe TERO Office.
 - Employment priorities: At least 25% of skilled positions and 100% of unskilled positions must be filled by qualified Native American workers.
 - Subcontracting priorities: At least 25% of subcontracts must be awarded to certified Indian-owned businesses.
 - Contractors must make reasonable efforts to train and retain Native American employees in positions for which they are hired.
 - Preference will be given in the evaluation process to TERO-certified Indian-owned businesses.
 - The selected contractor will be required to execute a TERO Compliance Agreement with the TERO Office prior to commencement of work.
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Proposal Submission Requirements

Proposals should include:

1. Cover letter and statement of qualifications.
 2. Description of relevant GIS project experience.
 3. Proposed methodology and timeline.
 4. Cost estimate (hourly rate and/or project-based).
 5. Resume(s) of key personnel.
 6. At least two references from similar projects.
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Submission Process

Proposals must be submitted electronically or in hard copy by **OCTOBER 5, 2025** to:

Ephraim Kelley

Natural Resources Department

Kiowa Tribe

Email: ekelley@kiowatribe.org