

**Portland Indian Leaders Roundtable
Governance and Structure Model Facilitation
Request for Qualifications (RFQ)
RFQ Released: March 10, 2026
Submission deadline: April 10, 2026**

About the Portland Indian Leaders Roundtable (PILR):

PILR is a coalition of Executive Directors, and/or their designees, from Native and Indigenous-led organizations serving urban Native communities across the Portland-metro region. Established in 2008, PILR strengthens collective leadership, collaboration, and advocacy among Native organizations. While PILR has a history of collaboration, the coalition currently operates without a formal governance structure, clearly defined decision-making processes, or a unified advocacy framework. This facilitation process is intended to support PILR leaders in co-developing those elements while honoring the coalition's relational foundations and shared values.

PILR organizations currently engaged in this process include: the Native American Youth and Family Center (NAYA), the Native Arts and Culture Foundation, the Native Wellness Institute, the Northwest Native Chamber, the National Indian Child Welfare Association, the Affiliated Tribes of Northwest Indians, the Columbia River Inter Tribal Fish Commission, the Native American Rehabilitation Association of the Northwest, among others.

NAYA is the administrative and fiscal sponsor of this initiative, and Meyer Memorial Trust is the funder.

Purpose of the RFQ:

PILR is engaging in a new phase of formalization and strategic development focused on its governance structure and shared advocacy agenda to advance the cultural, social, educational, and economic well-being of the Native community. PILR seeks a skilled facilitator, or team, to support coalition leaders in developing a clear governance and operating structure and model. The facilitator will guide structured conversations, meetings, and retreats to strengthen coalition alignment, cohesion, trust, relationship building, decision-making processes, and develop a shared advocacy strategy. Facilitated discussions include reviewing and/or writing PILR's mission, vision, values, membership structure, and decision-making model, among others, to strengthen PILR's impact and success. This process is estimated to take 14 months. Most of the work will be conducted virtually to support busy schedules; however, retreats will be conducted/facilitated in-person/hybrid.

Scope of Work:

Phase 1: Coalition Development & Strategic Structuring

Estimated timeline: May – December 2026

- Facilitate PILR leadership meetings and at least one leadership retreat to co-design a formal operating structure.
- Guide discussions to define/formalize PILR's mission, vision, values, purpose, membership, and decision-making models.

- Support Executive Directors in exploring governance models/frameworks and shared advocacy priorities.
- Research and present examples of successful coalition models used by other urban, Native-led coalitions in the country.
- Synthesize findings into a proposed coalition structure and strategy framework.
- Support relationship-building, trust, and alignment among coalition leaders.
- Coordinate closely with NAYA, the administrative lead, for scheduling, logistics, and funder reporting.

Phase 2: Implementation of New Structure and Model

Estimated timeline: January – June 2027

- Continue supporting relationship-building, trust, and alignment among PILR leaders.
- Organize and facilitate a follow-up leadership retreat/gathering to refine and implement Year 1 outcomes.
- Guide discussions to operationalize PILR’s governance structure, mission, vision, values, purpose, membership, and decision-making models.
- Support the development of a shared PILR advocacy agenda for 2027-2028.
- Coordinate scheduling and logistics with NAYA and lead on reporting to the funder.

Expected Facilitator Deliverables:

- Well-organized and effective facilitation of PILR meetings and retreats.
- Strengthened relationships, trust, and collaboration among PILR leadership.
- Final language for PILR’s mission, vision, purpose, and values.
- Final documentation outlining PILR’s decision-making process, membership, and governance structure.
- Research summaries and documentation of other urban and Native-led coalition models explored.
- Funder reports completed on time.

Qualifications:

- Deep understanding of Native/Indigenous values and leadership approaches.
- Proven experience facilitating cross-sector or coalition-based leadership groups, ideally in Indigenous, philanthropic, or nonprofit contexts.
- Strong skills in systems thinking, group design, facilitation, and conflict navigation.
- Cultural humility, relational integrity, and a collaborative working style.
- Experience with organizational development or movement-building preferred.
- Knowledge or experience working, or volunteering, with PILR member organizations.
- Knowledge of the Portland-metro area’s policy/political landscape is preferred.

Estimated Key Project Milestones/Timeline:

RFQ released	March 10, 2026
Question and answer period:	March 20 – April 6
	Email RFQ questions to: bids@navapdx.org
Submission deadline	April 10, 2026
Facilitator selected	April 30, 2026

Project begins	May 2026
Year 1 retreat	Summer/early Fall 2026
Coalition Research Due	November 2026
Year 1 Deliverables Completed	December 2026
Year 2 Retreat	January or February 2027

The entire project/contract must conclude no later than June 30, 2027. Continuation of the 2027 contract depends on successful completion of agreed-upon 2026 outcomes.

Budget:

The total budget for this contract is **\$40,000** over a 14-month period (May 2026 - June 2027), inclusive of all fees, travel, and facilitation-related materials.

Proposal Submission Requirements:

1. Cover Letter (2 pages max) summarizing facilitator/team qualifications and relevant experience.
2. Proposed Work Plan (3 pages max) outlining methodology, facilitation approach, timeline, and deliverables.
3. Budget (1 page) with a detailed cost breakdown, including travel if applicable.
4. Facilitator(s) Profiles & Resumes.
5. References from at least two similar projects, including outcomes achieved.

Submission Instructions:

Submit proposals by **April 10** via email to: bids@nayapdx.org
 Subject line: PILR Governance and Structure Facilitation

Evaluation Criteria:

Submissions will be evaluated on:

- Ability to build collaborative relationships within PILR leadership.
- Demonstrated facilitation expertise, approach, and alignment with Native/Indigenous values.
- Ability to accomplish all expected deliverables.
- Relevant experience with coalitions, advocacy groups, or collaborative initiatives.
- Knowledge or experience working or volunteering with PILR member organizations.
- Knowledge of the Portland-metro region’s policy/political landscape is preferred.
- Cost-effectiveness and overall value.
- References and prior performance.