

REQUEST FOR PROPOSAL

Bid No.: 22-04-2770LE

Date: April 20, 2022

Project Title: Spay/Neuter 2022

Project Schedule:

Advertisement of RFP 04/21/2022 – 05/18/2022

Requests for Information Due Date 05/16/2022 @ 5:00 pm

Bid Due Date 05/18/2022 @ 5:00 pm

Proposal: All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP for respondents -- contact via email Hope Wilson – Resource Enforcement at hopewilson@navajo-nsn.gov

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copies) to the following address:

The Navajo Nation
Department of Resource Enforcement
Attention: Charlotte Mark, Ranger
Indian Route 100
Executive Office Building 1-2636
Window Rock, Arizona 86515

All responses to this bid shall be sent in **a sealed envelope, including a return address, and clearly marked on the outside of the envelope**. The Bids will need to be stamped in by the Department of Resource Enforcement by May 18, 2022 at 5pm. The Bids must be labeled with the following:

Bid No. 22-04-2770LE

SPAY/NEUTER 2022

DO NOT OPEN-BID PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

- I. DESCRIPTION OF THE ORGANIZATION. The Department of Resource Enforcement (DRE) is a Department under the Division of Natural Resources and provides Natural Resource Law Enforcement services across the Navajo Nation.
- II. SCOPE OF THE CONTRACT. The Resource Enforcement Department intends to enter into a professional services contract with one (1) responsive, qualified, and independent contractor to complete all work as described in the attached scope of work.
- III. RESPONDENT REQUIREMENTS. All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:
 1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
 2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
 3. All workmanship and materials shall comply with applicable Safety Codes.
 5. As built drawings of all completed work.
- IV. SCOPE OF WORK (See Attached).
- V. REQUIREMENTS. The respondent will furnish all requested information as specified in the RFP.
- VI. PROPOSAL CONTENT AND REQUIRED INFORMATION.

Please utilize the outline described below with four (4) copies.

1. Table of Contents
2. Organizational letter expressing your interest and a brief description of your proposed services.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Schedule
7. Copies of licenses, certifications, insurance certificates, and other relevant documents.
8. Sub-contractor Information, if applicable. a. Subcontractor work should not exceed certain percentage of entire project.
9. Costs to be submitted in a separate sealed envelope. (Provide detailed breakdown of costs (material, labor, and other applicable costs; Taxes).
10. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed nonresponsive and rejected on that basis.

11. W-9
12. Insurance
13. Debarment and Suspension Form

VII. EVALUATION PROCESS (pre-qualifying process).

1. Evaluation Criteria
 - a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, and warranty services. (25 points)
 - c. Project Schedule. (20 points)
 - d. Navajo Preference. (10 points)
 - e. Cost (separate sealed envelope). (25 points)
2. The Navajo Nation Department of Resource Enforcement (DRE) reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be held in Window Rock, Arizona (if necessary). It is DRE's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT. The Navajo Nation will utilize a standard professional services contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE. The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION. The Navajo Nation Resource Enforcement point of contact Hope Wilson, Department Manager III, for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Ms. Wilson's email address is hopewilson@navajo-nsn.gov

XI. PAYMENT AND SUBMISSION OF INVOICES. The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS. The Navajo Nation reserves the right to reject any and all proposals, in whole or in part, based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS. The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and the Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable

federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP. The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER.

SCOPE OF WORK
Spay/Neuter 2022

The Department of Resource Enforcement is seeking qualified organizations to conduct a spay/neuter campaign on the Navajo Nation to assist in addressing the 250,000 pet animal over population.

1. Conduct 4 Spay and Neuter clinics across the Navajo Nation. Locations will be determined.
2. Spay and Neuter 4,000 pets.
3. Conduct free vaccinations, deworming, and microchipping at the clinic sites.
4. Work with the Department of Resource Enforcement and Animal Control Program in organizing and facilitating the clinics and services to be provided to the public.
5. Provide statistical and project end report of services provided. An accurate accounting of all purchases made with the funding provided. Allow the Department to view all receipts and sub-contract receipts to verify payment to vendor.
6. Funds will be paid 75% up front to begin scheduling and purchasing items necessary to complete the spay and neuter services.
7. 15% will be paid after the first clinic date.
8. The remaining 10% of the contract will be paid once the final report is received and approved by the Department of Resource Enforcement. The final report format will be agreed upon by both entities. Pictures and related outreach materials will be provided to the Department along with the final report.
9. Contractor is responsible for finding a location for the services to be provided.
10. Cost detailed breakdown are to include a listing of all projected expenses to complete the spay/neuter project. Please be cognizant that the grand total for goods and services provided is the contract total. Listing of all equipment purchased and an inventory once the project is completed.
11. Exclusions: Based on your expertise- please list any and all other requirements not listed in this scope of work. (Do not list costs with main proposal).
12. Media platform to promote the spay/neuter clinic and spay/neuter education.
13. Media platform for humane pet education.
14. Include resumes and background information for the organization.

END OF SCOPE OF WORK