

**NAVAJO DEPARTMENT OF FISH & WILDLIFE**  
**REQUEST FOR PROPOSALS**  
**REBID**

BID OPENS: **NOVEMBER 15, 2023**

BID CLOSE DATE: **NOVEMBER 21, 2023 at 5pm**

RFP BID NUMBER: **23-10-3151SB**

INVITATION: PART TIME WILDLIFE VET AND NAVAJO ZONOTIC DISEASE PREPAREDNESS PLAN

Navajo Nation Department of Fish and Wildlife is requesting proposals to secure a contract for a Wildlife Veterinarian that can A) provide veterinarian assistance in the field for NNDFW staff and B) draft a Zoonotic Disease Preparedness Plan for Navajo Nation.

The Navajo Nation is a sovereign government and all contracts entered into as a results of this RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal laws, rules and regulations.

The Payment procedures established by the Division of Finance shall be adhered to and are to begin whenever goods are delivered and accepted.

CONTACT PERSON: Jess Fort, Wildlife Biologist  
Navajo Nation Department of Fish and Wildlife  
928-871-6489  
jfort@nndfw.org

ADDRESS PROPOSALS TO: MAIL TO: Sharon Belone, Buyer

Purchasing Service Department  
PO Box 3150  
Window Rock AZ, 86515  
Re: RFP Bid No. 23-10-3151SB

DELIVER TO: Sharon Belone, Buyer

Purchasing Service Department  
Admin Building One, First Floor  
2559 Window Rock BLVD  
Window Rock, AZ 86515  
Re: RFP Bid No. 23-10-3151SB

#### CONDITIONS GOVERNING THE INVITATION FOR BIDS:

Must have a DVM and experience working with large mammals. Must have experience with risk assessments and wildlife disease ecology. Must have experience drafting management plans. Should the Bidder be verified as being on the Navajo Nation Business Regulatory Listing, they will have an advantage. However, this does not guarantee BID award.

The Navajo Nation is not bound to enter into a contract under this RFP and may issue a subsequent RFP for the same purchase. Since the Navajo Nation is a Sovereign government, all contracts entered shall comply with Navajo Nation law, rules, and regulations, as well as federal laws, rules, and regulations.

#### CONDITIONS GOVERNING THE PROCUREMENT:

Bid shall be effective on the date of award.

#### INSTRUCTIONS TO OFFERORS:

**(Must Identify BID# and Company Name on the Outside of all sealed Package/Envelope)**  
**Please Submit an Original, and two (2) copies of your sealed bid.** Visibly mark on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation business Opportunity Act. It is the Responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

#### CLOSING REMARKS:

The BIDs will open on November 15, 2023 and close on November 21, 2023 at 5pm MDT. RFPs received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the dealership is responsible for ensuring delivery will be made directly to the required location.

Please include the W9 and the Debarment, Suspension and Contracting Eligibility Forms (below).

# Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

|  |   |   |
|--|---|---|
| Print or type.<br>See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.   |   |
|  | 2 Business name/disregarded entity name, if different from above  |   |
|  | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.<br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) ▶ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><i>(Applies to accounts maintained outside the U.S.)</i> |
|  | 5 Address (number, street, and apt. or suite no.) See instructions.   | Requester's name and address (optional)   |
|  | 6 City, state, and ZIP code   |   |
|  | 7 List account number(s) here (optional)  |   |
|  |   |   |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |  |  |  |   |  |  |   |  |  |
|--------------------------------|--|--|--|---|--|--|---|--|--|
| Social security number         |  |  |  |   |  |  |   |  |  |
|                                |  |  |  | - |  |  | - |  |  |
| or                             |  |  |  |   |  |  |   |  |  |
| Employer identification number |  |  |  |   |  |  |   |  |  |
|                                |  |  |  |   |  |  |   |  |  |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|           |                            |        |
|-----------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|-----------|----------------------------|--------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**NAVAJO NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and**  
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Name of individual signing on Applicant's behalf (print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date