

Department of Fish and Wildlife
Request for Proposal

BID OPENS: August 21, 2026

BID CLOSES: September 14, 2026

RFP BID NUMBER: 26-08-4275DB

INVITATION: Comprehensive Climate Action Plan (CCAP)

The Navajo Nation (NN) Department of Fish and Wildlife Climate Change Program is requesting proposals from qualified contractors to produce a comprehensive climate action plan (CCAP) for the Navajo Nation pertaining to the US EPA Climate Pollution Reduction Grant (CPRG) planning grant.

Tasks to be performed includes:

1. Review the NN Priority Climate Action Plan and Data Needs
2. Conduct Calculations
3. Database Development
4. Emission Reduction Measures
5. Development of the CCAP.

Analysis of tasks:

1. Identify areas in the emissions inventory that can be improved for specificity across sources and sectors
2. Calculations will include GHG emission estimates for sources and sinks across NN as well as the other requirements of the CCAP including the calculations for GHG emission projections, GHG emission reduction targets, and the benefits analysis.
3. A master database will be developed that contains GHG emissions for all sectors evaluated in the GHG inventory.
4. A suite of emission reduction measures will be identified and included in a spreadsheet. These will be organized by sector and calculations will be made for annual emissions reductions once implemented.
5. Information generated through Tasks 1-4 will be synthesized into the draft CCAP (task 5).

CONTACT PERSON: Keith Howard, Programs and Projects Specialist
Navajo Nation Department of Fish and Wildlife
Phone: (928) 871-6591 (M-F, 8AM-5PM)

Email: khoward@nndfw.org

ADDRESS PROPOSAL TO:

Purchasing Service Department
P.O. Box 3150
Window Rock, AZ 86515
Re. RFP Bid No. 26-08-4275DB

Or Physical Delivery:

DELIVER TO:

Purchasing Service Department
Admin. Building One, First Floor
2559 Window Rock Blvd.
Window Rock, AZ 86515
Re. RFP Bid No. 26-08-4275DB

CONDITIONS GOVERNING THE INVITATION FOR BIDS:

Must have experience with meeting U.S. E.P.A. CPRG requirements related to U.S. federally recognized tribes and territories following CPRG guidelines for tribes/territories.

Navajo Preference applies but does not guarantee Bid Award. Business Regulatory Priority Status should be included in the label on the outside of the package.

Offeror must provide qualification and experience.

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:

Scoring Criteria

Tribal Climate Action Planning - Experience developing tribal Climate Action Plans	1-20 points
Tasks to be Performed - As listed above (include scope of work)	1-50 points
Proposal Budget Break Down (with 6% NN tax added to total amount) and Timeline	1-10 points

Cost and Value of Proposal	1-20 points
Total	100 points

Bid shall be effective on the date of award.

INSTRUCTIONS TO OFFERORS:

* It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

Must identify Bid # and Company name on the outside of a sealed package(s)/envelope(s).

Submit an original and four (4) copies of 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.

*Must register with Navajo Nation Business Regulatory Department.

CLOSING REMARKS:

The Bid will open on August 21, 2026 and close on September 14, 2026 at 5:00 PM. 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 W-9, new Debarment Suspension and Contracting Eligibility Form, and Non-Collusion Form.

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and Contracting Eligibility

Consultant/Project Name

Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:

- a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
- b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
- c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers; d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
 - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
- e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
- f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
- g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.

2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;

3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.

4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.

5. Applicant 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	_____ Printed name individual signing on Applicant's behalf
_____ Applicant Address	_____ Title of individual signing on Applicant's behalf
_____ Applicant Address	_____ Signature of individual signing on Applicant's behalf
_____ Applicant Address	_____ Date

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NAVAJO NATION CERTIFICATION
Regarding Non-Collusion

Consultant/Project Name

Work Location

In accordance with Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation for the above-named Project;
2. Applicant is fully informed regarding the preparation and required content of its offer, including all pertinent circumstances governing submission of its offer to the Navajo Nation;
3. Applicant has in no way colluded, conspired; connived; or agreed, directly or indirectly, with any other entity, offeror, or person regarding the proposed contract for the Project, to:
 - a. submit a sham offer to the Navajo Nation, or
 - b. refrain from submitting an offer to the Navajo Nation;
4. Applicant has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any other entity, offeror, or person, to:
 - a. fix any price or fee relating to its offer or of any other entity, offeror, or person, or
 - b. fix any price, overhead, profit, reimbursement, or cost element of its offer, or that of any entity, offeror, or person;
5. Applicant has not, through any collusion, conspiracy, connivance, or unlawful written or oral agreement, secured any advantage against the Navajo Nation or against any other entity, offeror, or person interested in the proposed contract for the Project;
6. that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
7. all statements set forth herein, and in its offer submitted to the Navajo Nation, are true; and
8. that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.

Applicant Name

Printed name individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

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**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	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. See also *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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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
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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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they