

REQUEST FOR PROPOSAL

BID NO. 24-06-3386LE

Date: June 18, 2024

Project Title: Pet Spay/Neuter Incentive Project

Project Schedule:

Advertisement of RFP 07/01/2024 – 07/12/2024

Requests for Information Due Date 07/23/2024 @ 5:00 pm

Bid Due Date 07/26/2024 @ 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, as a respondent, can 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: Alyssa Roanhorse, Administrative Assistant
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 July 26, 2024 at 5pm. The Bids must be labeled with the following:

BID NO. 24-06-3386LE

Pet Spay/Neuter Incentive Project

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 N.N.C. §§ 201, 205, will apply.
 3. All workmanship and materials shall comply with applicable Safety Codes.
 4. As built drawings of all completed work.
 5. Cannot have any Debarments and Suspensions from past projects.
- IV. SCOPE OF WORK. See Attached Description
- 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.
3. Organization qualifications and project experience. Include references from past projects.
4. Scope of Work—Statement of services to be provided to NDRE.
5. Schedule—When will these services be provided?
6. Copies of licenses, certifications, insurance certificates, and other relevant documents.
7. Sub-contractor Information, if applicable. a. Subcontractor work should not exceed fifty percent (50%) of entire project.
8. Costs shall be submitted in a separate sealed envelope. Please provide a detailed breakdown of costs (material, labor, and other applicable costs; Taxes).
9. 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.
10. References from past projects completed.
11. Tax Form W-9.

12. Statement and proof of insurance coverage.
13. Fully executed 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 a statement of the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, and warranty services. (15 points)
 - c. Project Schedule. (20 points)
 - d. Navajo Preference certification. (10 points)
 - e. Cost (separate sealed envelope). (25 points)
 - f. Quality of submittal of proposal documents. (10 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 work 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.

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

VIII. 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.

IX. TECHNICAL DIRECTION. The Navajo Nation Resource Enforcement point of contact is Ms. Hope Wilson, Department Manager III. Ms. Wilson will answer all questions 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

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

XI. 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.

XII. 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. 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, as well as 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.

XIII. OTHER

SCOPE OF WORK
Spay/Neuter 2022

The Department of Resource Enforcement is seeking a qualified organization to manage a Pet Incentive spay/neuter drive on the Navajo Nation to assist in addressing the 250,000-pet over-population crisis in most Navajo Nation communities.

1. Pay incentive payments to individuals to obtain pet spay and neuter services that reside within the boundaries of the Navajo Nation.
2. Verify information from spay/neuter clinics or veterinarians and ensure spay or neuter services have been conducted, which will include microchipping of pets.
4. Work with the Department of Resource Enforcement in organizing and facilitating the incentive payments.
5. Provide statistical and project end report of services provided. An accurate and detailed accounting of all purchases made with the funding provided. Allow the Department to view all receipts and sub-contract receipts to verify payments.
6. Contractor will submit an invoice detailing services to be completed.
7. The remaining 10% of administration fees 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 of services provided and related outreach materials will be provided to the Department along with the final report.
9. A proposed timeline from inception to completion of the project.
10. Cost detailed breakdown will include a listing of all projected expenses to complete the pet incentive project. Please be cognizant that the grand total is the contract total. If equipment is purchased, submit a listing of all equipment and supplies purchased, as well as, an inventory once the project is completed.
12. 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).
13. Media platform to promote the pet incentive spay/neuter project and spay/neuter education.
14. Media platform for humane pet education.
15. Include resumes, background for organization, and any subcontractors.

END OF SCOPE OF WORK

**DEBARMENT AND
SUSPENSION FORM**

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

W-9

**REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND
CERTIFICATION**

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. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	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 <input type="checkbox"/>	
	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.

Social security number													
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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.

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.

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