

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