

**Request for Proposal (RFP)**

**Project Name/Description: NAFWS Certified Technician Curriculum Consultant**

**Company:** Native American Fish and Wildlife Society

**Address:** 10465 Melody Dr. Ste 307

 Northglenn, CO 80234

**Contact Person:** Julie Thorstenson, PhD

**Telephone number:** 303-466-1725 EXT 1

**Email:** JThor@nafws.org

1. **Background/Introduction**

The Native American Fish and Wildlife Society (NAFWS), established in 1983, is a 501 (c)3 non-profit organization with a mission to assist Native American and Alaska Native Tribes with conservation, protection and enhancement of their fish and wildlife resources. We serve our 227 Native American and Alaska Native Support member Tribes and growing individual membership. We are a national organization, based in the Denver, CO area.

1. **Project Goals and Scope of Services**

NAFWS seeks the services of a qualified natural resources consultant that specializes in curriculum development. The award will be made to a responsive and responsible person/firm based on the best value and professional capability.

Tasks include, but may not be limited to, the following:

* Assessment of field components for discipline specific natural resource technicians
	+ Fisheries
* Development of web-based and in-person national course(s)
* Identify existing in-person and web-based training resources
* Establish the minimum criteria for tribal certification standards
* Meet with the NAFWS Board of Directors and Executive Director as needed
* Other duties as assigned
1. **Anticipated Selection Schedule**

The Request for Proposal timeline is as follows:

* Request for RFP: March 29, 2024
* Proposals must be received no later than: May 3, 2024
* Selection of Consultant/Notification to Unsuccessful Consultant: May 24, 2024
* Contract Award: June 7, 2024
1. **Time and Place of Submission of Proposals**

The RFP will be posted on our website, [www.nafws.org](http://www.nafws.org), and can be downloaded from there directly as of 12:00 pm, MDT on March 29, 2024.

Respondents to this RFP must submit one original proposal. Proposals should be clearly marked “2024 Certified Technician Curriculum” and emailed to the contact person listed above.

1. **Timeline**

This contract with the NAFWS will conclude 12/31/2024.

1. **Elements of Proposal**

A submission must include, at a minimum, include the following elements:

* Description of the firm that includes:
	+ General overview of your firm
	+ Primary and secondary points of contacts within your firm; name(s), email address, phone numbers and credential(s)
	+ Number of full-time employees you have and how many will be assigned to this project with their level of non-profit auditing expertise. Please include any use of sub-contractors
* A one-page narrative outlining the firm’s strengths and distinguishing skills or capabilities as they relate to wildlife curriculum development and web-based skills and experience working with Native American clients
* Understanding the need of tribal certification for natural resource technicians
* Understanding of tribal sovereignty and self determination
* How will your firm develop certified technician course(s)
* Please provide (3-5) references where project work your firm has performed and completed that was similar to project needs, goals and objectives
1. **Evaluation Criteria**

The successful respondent will:

* Have the infrastructure to complete all aspects of the RFP
* Proven experience as a fisheries scientist with knowledge in developing training outlines and course programs.
* Experience (a minimum of 3 years organizational experience)
* Demonstrate knowledge, skills and qualifications as a curriculum developer
* Skills developing web based courses
* Excellent organizational and leadership skills with outstanding communication abilities
* The expertise working with Native American and/or Alaska Native Tribes
* The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services
1. **Pricing and Performance:**

Based on the project specifications, goals, and scope of work, please submit a detailed cost proposal, not to exceed $27,500; to include all aspects, costs, fees and expenses of providing the scope of work associated with this Request for Proposal.