



Request for Proposals

Project Name/Description: Conservation Law Enforcement Officer Technical Assistance

Company: Native American Fish and Wildlife Society

Address: 10465 Melody Dr. Ste 307
Northglenn, CO 80234

Contact Person: Julie Thorstenson, Executive Director

Telephone number: 303-905-1250

Email: JThor@nafws.org

1. Background/Introduction

The Native American Fish and Wildlife Society (Society), established in 1983, is a 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 227 Native American and Alaska Native member Tribes. One of the Society's priority goals is to provide training to Conservation Law Enforcement Officers (CLEO). We are a national organization, based in the Denver, CO area.

2. Project Goals and Scope of Services

The Society is seeking the services of a qualified Conservation Law Enforcement Officer (CLEO) consultant to revise the current Shoot Manual, develop a CLEO program including, curriculum and training opportunities specific to CLEOs serving Native American and Alaska Native Tribes. The award will be made to a responsive and responsible consultant(s) based on the best value and professional capability.

The selected candidate will be responsible for the development of a comprehensive CLEO program.

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

- Serve as the lead in a Society Ad Hoc CLEO work group, that includes CLEO representation from each of the Society's 7 regions.
- Work with Board of Directors and Society staff to identify all CLEOs working for Native American and Alaska Native Tribes and develop a database.
- Develop a conservation law enforcement trainers/instructors contact list for Indian country
- Facilitate meetings of the work group in person or through video conferencing.
- Review and revise the Society's Shoot Manual
- Develop a CLEO plan for the Society including but not limited to:
 - Curriculum
 - Certification
 - Training
- Research and Identify existing or potential training opportunities for the Society's CLEOs.

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: January 6, 2020

Deadline for Bidders to Submit Questions: February 10, 2020

Native America Fish and Wildlife Society Responds to Bidder Questions: February 28, 2020

Proposals must be received no later than: March 5, 2020.

Selection of Consultant/Notification to Unsuccessful Consultant: March 13, 2020

Contract Award: March 31, 2020

4. Time and Place of Submission of Proposals

The RFP will be posted on our website, www.nafws.org, and can be downloaded from there directly as of 12:00 pm, MDT on January 6, 2020.

Respondents to this RFP must submit one original proposal. Proposals should be clearly marked "RFP-CLEO" and emailed to the contact person listed above.

5. **Timeline**

The Native American Fish and Wildlife Society needs the project completed within 8 months or by December 31, 2020.

6. **Elements of Proposal**

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

- Description of the consultant that includes a general overview, name(s) and credential(s).
- A one-page narrative outlining the consultant's strengths and distinguishing skills or capabilities as they might relate to Conservation Law Enforcement Officers.
- A representative selection of writings and/or trainings, and successful projects in CLEO completed.
- Representation of experience in CLEO, with an emphasis on trainings and curriculum.

7. **Evaluation Criteria**

The successful respondent will:

- Have the infrastructure to complete all aspects of the project.
- The education, experience (a minimum of 5 years CLEO experience), knowledge, skills and qualification of the consultant(s) who will be available to provide these services.
- 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.

8. **Budget**

The Native American Fish and Wildlife Society's budget for this project is \$25,000.