A logo of a native american fish and wildlife society

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**REQUEST FOR PROPOSAL (RFP)**

**PROJECT NAME/DESCRIPTION:** Hunter Education and Conservation Law Enforcement Officer (CLEO) Coordinator Contractor

**COMPANY:** Native American Fish and Wildlife Society (NAFWS)

**ADDRESS:** 10465 Melody Dr. Ste. 307 Northglenn, CO 80234

**CONTACT PERSON:** Julie Thorstenson, Ph.D.

**TELEPHONE NUMBER:** 303-905-1250

**EMAIL:** jthor@nafws.org

1. **BACKGROUND AND 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 northern Denver, CO area.

1. **PROJECT GOALS AND SCOPE OF SERVICES**

NAFWS seeks the services of a qualified Hunter Education and Conservation Law Enforcement Education Officer (CLEO) Coordinator Contractor that specializes in conservation law enforcement and hunter education and safety and can function as the NAFWS Hunter Education and CLEO Coordinator Contractor. The award will be made to a responsive and responsible person/firm based on the best value and professional capability.

The Contractor shall be responsible for the continued development, implementation, review and certification of the Hunter Education program and CLEO program/trainings.

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

* Serve as the primary contact for all Hunter Education Program and CLEO event planning, concerns, and issues
* Ensure all International Hunter Education Association – World standards are met and serve as the NAFWs representative on the World board
* Identify existing Tribal staff who are state certified instructors who can become NAFWS instructors
* Conduct Hunter Education Instructor courses for new instructors as needed
* Develop and provide Instructor cards to participating tribes
* Assist with the development, planning and implementation of new programs as requested
* Maintain and update the Hunter Education program management plan
* Maintain and update the Instructor handbook
* Assist in the development of a Hunter Education and CLEO related webpages and event pages on the nafws.org website
* Develop and provide Hunter Education cards to participating tribes
* Ensure NAWS instructors are in compliance with maintaining their certifications
* Assist instructors and tribal programs with course development and implementation
* Participate in the CLEO committee meetings
* Work with Board of Directors and NAFWS staff and membership to identify all CLEOs working for Native American and Alaska Native Tribes to develop and maintain a database.
* Research and identify existing or potential training opportunities for the NAFWS CLEOs

1. **ANTICIPATED SELECTION SCHEDULE**

The Request for Proposal timeline is as follows:

* Request for RFP: March 25, 2024
* Proposals must be received no later than: April 25, 2024
* Selection of Consultant/Notification to Unsuccessful Consultant: May 12, 2024
* Contract Award: May 15, 2024

1. **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 March 25 ,2024.

Respondents to this RFP must submit one original proposal. Proposals should be clearly marked “2024 Proposal for Hunter Education & CLEO Coordinator” and emailed to the contact person listed above.

1. **TIMELINE**

This contract with the NAFWS will coincide with the calendar year and will be evaluated in December 2024, for renewal.

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 CLEO and Hunter Education skills and experience working with Native American clients.
* 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 CLEO, Hunter Education Instructor or similar role.
* The education, experience (a minimum of 5 years organizational experience), knowledge, skills and qualification of the CLEO or Hunter Education Instructor specialty and knowledge and skills pertaining to hunter’s education, Hunting and Fishing codes and available to provide these services.
* 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 PERFORMANCE:**

Based on the project specifications, goals and scope of work, please submit a detailed cost proposal to include all aspects, costs, fees and expenses of providing the scope of work associated with this Request for Proposal.