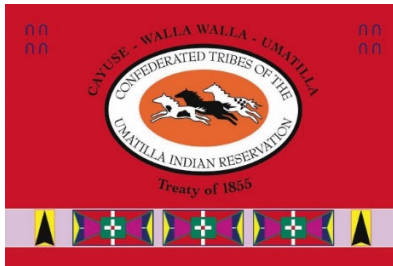


REQUEST FOR PROPOSALS (RFP)

Confederated Tribes of the Umatilla Indian Reservation
Department of Natural Resources

Project Title:
Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!”



DATE ISSUED: June 28, 2024

Administrative Contact: Michelle Thompson

541-429-7227

MichelleThompson@ctuir.org

Technical Contact: Colleen Sanders

541-429-7247

ColleenSanders@ctuir.org

Critical Dates:

Question Submission Deadline: Monday, July 8, 2024, 2:00 p.m. PST

Proposal Submission Deadline: Friday, July 12, 2024, 4:00 p.m. PST

Tentative Award Selection (estimated): July 17, 2024

Contract Award (estimated): July 26, 2024

Project Initiation (estimated): July 29, 2024

Project Completion: May 31, 2026

Attachments:

Attachment A – Bid Sheet and Cost Proposal with Bidder’s Qualifications

PART I – GENERAL INFORMATION and RFP PROCESS

Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!”

1.1 Project Location and Purpose

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is seeking proposals for contractor services to assist with the project Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!” The project is located on the Umatilla Indian Reservation. The purpose of the project is to assess and divert food waste at a reasonable scale, and to provide a demonstration for future expansion of these efforts. Some of the activities the project will involve are developing a Food Waste Assessment, building community capacity to implement food waste reduction strategies, hosting educational outreach events, conducting surveys, managing a Biogas Digester, and developing educational resources.

1.2 Project Timeline

Implementation is expected to begin in late July 2024 and continue through May 31, 2026.

1.3 Scope of the Request for Proposals

This RFP provides the specific services to be contracted, information concerning the preparation and submittal of proposals, an explanation of how proposals will be evaluated, and terms and conditions for the contract that may be awarded as a result of the RFP.

1.4 Closing Date for Proposal Submissions

The closing date for proposal submissions will be **Friday, July 12, 2024, at 4:00 p.m.**, Pacific Standard Time (PST). Proposals received after the specified time will not be considered. Contractors must submit an electronic version of the proposal by email to:

Michelle Thompson, MichelleThompson@ctuir.org

- Proposals should be in PDF format.
- Email subject line should read: **Request for Proposals: Nixyáawii, Awkú Čáwpam Ákaatta!: Nixyáawii, Don’t Throw It Away!**

1.5 In Writing

Proposals shall be prepared by printer or typewriter. No oral, handwritten, or telephone proposals will be accepted.

1.6 Necessary Information

Proposals must contain all information requested in the RFP. The CTUIR will not consider additional information submitted after the Closing Date and may reject incomplete proposal packages.

1.7 Cost of Proposals

The CTUIR shall not be liable for any expenses incurred by Contractors in preparing or submitting proposals, evaluation/selection, or contract negotiation process, if any.

1.8 Request for Clarification

Contractors may submit a written request for clarification, no later than Monday, July 8, 2024 at 2:00 p.m. PST. The CTUIR will not consider any requests for clarification after the time period

specified above. Any Contractor taking exception to RFP provisions may be deemed non-responsive and rejected. Questions regarding the RFP or request for clarification shall be sent to the CTUIR's Technical Representative listed on the RFP's cover page.

1.9 Response to Requests for Clarification

The CTUIR will respond to properly submitted written requests for clarification no later than Tuesday, July 9, 2024, at 4:00 p.m. PST.

1.10 Proposals Constitute Firm Offers

Proposal submission constitutes Contractor's affirmation that all terms and conditions of the proposal constitute a binding offer that shall remain firm for a period of ninety (90) days from the Closing Date.

1.11 Type of Contract

The CTUIR will execute a subcontract for contractor services for the project *Nixyáawii, Awkú Čáwpam Ákaatta!*: "*Nixyáawii, Don't Throw It Away!*".

1.12 Confidential Information

Proposals are confidential until the evaluation and selection process has been completed and the CTUIR has issued a notice of tentative award. Any information a Contractor submits in response to the RFP that the Contractor considers a trade secret or confidential proprietary information, and Contractor wishes to protect from public disclosure, must be clearly labeled with the following:

"This information constitutes a trade secret or confidential proprietary information."

1.13 Requests for Further Clarification of Proposals

The CTUIR may request additional clarification from Contractors on any portion of the proposal.

1.14 Cancellation of RFP

The CTUIR may cancel this RFP at any time upon determining it is in the CTUIR's best interest to do so.

1.15 Rejection of Proposals

The CTUIR may reject a particular proposal or all proposals upon finding that it is in the CTUIR's best interest to do so, and/or if the Contractor fails to meet eligibility requirements.

1.16 Proposal Evaluations and Tentative Award

The CTUIR will provide a written tentative award notice to the responsible Contractor whose proposal is deemed to be most advantageous and of best value toward meeting the project objectives. The CTUIR will enter into negotiations with the responsible Contractor on the following contract terms: (a) Contract task; (b) Staffing; (c) Performance Schedule; and (d) a maximum, not to exceed contract price, which is consistent with the proposal and fair and reasonable to the CTUIR, taking into account the estimated value, scope, complexity, and nature of the services to be provided. The CTUIR may also negotiate the statement of work and, at its discretion, add to the scope of services based on Contractor recommendations (but still within the scope of this RFP) or reduce the scope of services. The final award will be contingent upon successful negotiation of a contract within 14 days after the tentative award.

1.17 Protest of Tentative Award Selection

A notification of tentative award will be communicated to all Contractors that submitted a Proposal in response to this RFP. A Contractor who claims to have been adversely affected by the selection of a competing Contractor shall have seven (7) calendar days after receiving the notice of selection to submit a written protest of the selection to the RFP contact listed in Part 1.4. The CTUIR will not consider protests submitted after the date established in this Part. The protest must clearly state the grounds upon which the protest is based.

1.18 Award

After expiration of the seven (7) calendar day selection protest period and resolution of all protests, the CTUIR will proceed with final award.

1.19 Investigation of References

The CTUIR reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFP and contractual obligations, and its lawful payment of suppliers, sub-contractors, and employees. The CTUIR may postpone the award or execution of the contract after the announcement of the apparent successful Bidder to complete its investigation. The CTUIR reserves the right to reject any bid at any time prior to the execution of any resulting contract.

1.20 Amendments

The CTUIR reserves the right to amend the resulting Contract from this RFP. Amendments could include, but are not limited to, changes in the statement of work, extension of time, and consideration changes for the Contractor. All amendments shall be in writing and signed by all approving parties before becoming effective. Only the CTUIR has the final authority to execute changes, notices, or amendments to the Contract.

PART II – SERVICES AND MATERIALS TO BE PROVIDED

Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!”

Scope of Work: The selected contractor will work closely with CTUIR staff on the project. The CTUIR will negotiate a final contract based on the Contractor's proposal and implementation plan. Work will include:

1	Develop a Nixyáawii Food Waste Assessment (FWA) Report that estimates current food waste quantities
2	Build community capacity to implement food waste reduction strategies at CTUIR facilities and family residences
3	Implement a Biogas Digester demonstration project to collect and utilize food waste to create direct use cooking fuel
4	Food Waste Collection and Input to Biogas Digester
5	Manage Biogas Digester Gas and Leachate Collection and Utilization
6	Communicate effectively with CTUIR staff to fulfill grant reporting requirements and participate in project evaluation

Work Item 1: Develop a Nixyáawii Food Waste Assessment (FWA) Report that estimates current food waste quantities

- Contractor shall work closely with CTUIR staff to develop a Nixyáawii Food Waste Assessment (FWA) for publication. The purpose of the FWA is to improve community and government understanding of food waste generated, identify opportunities to reduce waste and improve recycling, and facilitate future waste management planning.
- Contractor will assist CTUIR staff with developing FWA outline, survey designs, and community knowledge assessment methodology; compiling and analyzing responses; and preparing draft reports for CTUIR staff review.
- Contractor will collect a minimum of 200 survey responses by the end of January 2025.
- Contractor will work with CTUIR staff on development of data collection methodology and protocol, which will include best practices, equipment uses and calibration, types of data to be collected, and how to report and store data.
- Contractor will submit data collected to CTUIR staff each month.
- Contractor will draft advertisements for events for review by CTUIR staff. CTUIR staff will be responsible for printing and distribution of advertisements.
- Contractor will draft an evaluation form for host sites to complete to provide feedback on the effectiveness of the project.
- Contractor will collect additional data as directed by CTUIR staff for the FWA, including, but not limited to interviews, photos, and testimonials.
- Contractor will work with CTUIR staff to develop a complete draft FWA.
- Contractor and CTUIR staff will jointly present the draft FWA for community feedback. Contractor will record feedback on the draft from each presentation.
- Contractor and CTUIR staff will revise the FWA for publication together based on community feedback.
- Contractor and CTUIR staff will present the final FWA to the CTUIR Board of Trustees and General Council.

Work Item 2: Build community capacity to implement food waste reduction strategies at CTUIR facilities and family residences

- Contractor shall work with CTUIR staff to identify potential host sites for food waste collection and confirm host site participation.
- Contractor will maintain communication with host site points of contact to provide information, answer questions, and quickly resolve any issues to ensure the success of the project.
- Contractor will coordinate with CTUIR staff to host educational and skill building trainings and events for host sites and the larger community. CTUIR staff will be responsible for all printing and purchasing for the events. Contractor will provide suggestions on items needed for each event.
- Contractor will host a minimum of two events by April 2025.
- For each event, Contractor will collect data on event attendance, generate a contact list, and take photos of the event. Contractor will include summaries of events hosted on monthly invoice progress reports.
- Contractor will take photos and videos throughout the project and submit media to CTUIR staff monthly.
- Contractor will draft and develop a minimum of six educational resources for the CTUIR community. Contractor will collaborate with CTUIR staff on formats and final versions of educational resources. CTUIR staff will be responsible for any printing or online publication.
- Contractor will draft a minimum of four project update articles for CTUIR staff to review and submit to the Confederated Umatilla Journal to be considered for publication. Contractor will include project photos with draft articles.
- Contractor will work with CTUIR staff to draft and distribute knowledge gained assessments to evaluate the effectiveness of the project.

Work Item 3: Implement a Biogas Digester demonstration project to collect and utilize food waste to create direct use cooking fuel

- Contractor shall provide suggestions to CTUIR on equipment options. CTUIR staff will be responsible for making equipment purchases.
- Contractor will assist with siting and installation of equipment, storage and maintenance of equipment, and troubleshooting issues with equipment.
- Contractor will coordinate with CTUIR and the CTUIR Public Works Department on siting and installing the anaerobic digester at the Longhouse in a way that minimizes any negative impacts.
- Near the end of the project, Contractor will collect feedback from the community and Tribal departments on whether the equipment should be maintained, modified, or removed.

Work Item 4: Food Waste Collection and Input to Biogas Digester

- Contractor shall have primary responsibility for collecting food waste from designated sites for input into the digester at the Longhouse.
- Contractor shall collect food waste in a timely and sanitary manner to avoid attracting animals and insects.
- Contractor shall coordinate with CTUIR staff on materials and equipment needed for food waste collection. CTUIR shall be responsible for purchasing.
- Contractor shall coordinate with CTUIR staff on food waste collection protocols and a schedule for food waste collection. Contractor shall also coordinate with host sites on collection schedule.

- Contractor shall remove any unacceptable materials prior to input into the digester and shall properly dispose of the unacceptable materials.
- Contractor shall collect data on weights and contents of food waste placed in digester. Contractor shall provide data to CTUIR with monthly invoice progress reports.
- Contractor shall keep a record of distances traveled with an electric bike to collect food waste. Contractor shall provide data to CTUIR with monthly invoice progress reports.
- Contractor shall monitor the digester for any needs or problems. Contractor will immediately report any needs, issues, or problems to CTUIR staff, including unwanted or harmful human activity. Contractor will troubleshoot any small issues and report to CTUIR staff.

Work Item 5: Manage Biogas Digester Gas and Leachate Collection and Utilization

- Outputs from the anaerobic digestion process include liquid and gaseous products that require periodic removal to maintain the digester operation safely. Contractor shall have primary responsibility to regularly remove outputs.
- Contractor will monitor biogas digester site and storage for safety and immediately report any concerns to CTUIR staff.
- Contractor shall record gas and liquid outputs accurately and according to protocols developed with CTUIR staff. Contractor shall report outputs in monthly invoice progress reports.
- Contractor shall have primary responsibility to manage storage of outputs. Storage location for outputs will be determined in consultation with CTUIR staff.
- Contractor shall coordinate with CTUIR staff on testing liquid outputs for contaminants before distributing any outputs.
- Contractor shall manage distribution of the liquid outputs of the anaerobic digester. Contractor will remove liquid outputs at intervals that allow for best management of the digester. Contractor will coordinate with CTUIR staff, community members, and interested entities to distribute liquid outputs.
- Contractor shall record interest in liquid outputs, keep a contact list for potential participation in fertilizer trials, and coordinate trainings for using liquid outputs.

Work Item 6: Communicate effectively with CTUIR staff to fulfill grant reporting requirements and participate in project evaluation

- Contractor shall communicate regularly with CTUIR staff through email, calls, and meetings to coordinate.
- Contractor shall coordinate regular check-in meetings with stakeholders.
- Contractor shall keep detailed notes of all meetings.
- Contractor shall provide monthly written progress updates for CTUIR staff to use to meet grant reporting requirements.
- Contractor shall assist CTUIR in developing evaluation criteria for the project and methodology for collecting and analyzing evaluation information.
- Contractor will participate in an evaluation process of the project and the Contractor's work on the project.

PART III – PROPOSAL REQUIREMENTS

Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!”

3.1 Proposal Requirements

Proposals must contain information about the Contractor’s qualifications and ability to complete this project.

For the purposes of the Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!” Project RFP, each interested Contractor will submit a proposal package in electronic format by email to the CTUIR Department of Natural Resources Administrative contact that includes the following sections:

- a. **Cover letter**
- b. **Firm summary**
- c. **Organizational structure**
- d. **Firm qualifications and experience**
- e. **Project schedule and budget – Include completed Attachment A: Bid Sheet and Cost Proposal with Bidder’s Qualifications**
- f. **References**

Each section of the proposal shall contain the following:

Cover letter

The cover letter must express the Contractor's interest in the project and commitment to the obligations expressed in the RFP. This letter should include the signature of an authorized representative of the Contractor and indicate that the Contractor accepts all terms and conditions contained in the RFP.

Firm Summary

The Contractor will provide general information regarding their firm. This should include information about the company size, location, contracting experience within the region, areas of expertise and types of services, staff longevity, staff capabilities and training, and experience with food waste management.

Organizational Structure

Identify the individuals responsible for managing the project, conducting specific project tasks, and their experience conducting those tasks for your firm. The Contractor should also include an organizational chart showing lines of communication and decision-making hierarchy as well as any sub-Contractors. If a team of individuals from multiple contracting firms are assembled, adequately describe the role of each team member.

Firm Qualifications and Experience

The proposal will list the Contractor’s and employee qualifications and experience in relationship to completing projects of similar nature. Please identify projects similar to the proposed project which have been successfully completed by the contractor. Contractor must demonstrate experience in and the availability to provide food waste management and community outreach activities.

Project Schedule and Budget

All proposals must include individual costs for completing all tasks described in the project scope summarized on a per task basis. Provide a detailed timeline or schedule describing tasks to be completed, project milestones, time necessary to complete each task and the overall project. Provide evidence that adequate management effort, supportive staff, and resources will be committed to the timely completion of the project. **Provide price quotes according to the Bid Sheet and Cost Proposal, included as Attachment A to this RFP.** The total potential price of all items combined and the prices for individual work items will be considered as part of the evaluation factors. **Bids should not exceed \$97,000.**

References

Proposals are required to include at least three (3) professional references. References are preferred from projects similar to the proposed project. Include project name, contact name, address, and telephone number, a description of the project, project completion date, and the relationship of the contact person to the project referenced.

PART IV – REVIEW AND SELECTION

Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!”

4.1 General Information

Proposal selection will be completed through a quality-based selection process (QBS) by a review team. The CTUIR will issue a contract agreement to the responsible Contractor whose proposal is deemed to be most advantageous and of best value towards meeting the project objectives. The criteria to be evaluated and weighted are outlined below.

4.2 Selection Criteria

The criteria to be evaluated and weighted are:

A. Adequacy of Technical Proposal: 20 points

- a. Proposal content and applicability of the approach for completing the project.

B. Contractor Qualifications and Experience: 50 total points

- a. Qualifications of Contractor including prior experience similar to the proposed project, project references, and technical expertise (25 points).
- b. Project management experience in food waste management and ability to meet budget and timelines (25 points).

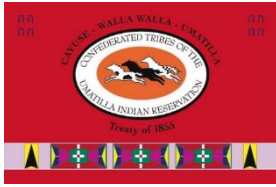
C. Aggregate Bid Price: 20 points

- a. The total potential price of all work items combined and the prices for individual items will be considered as part of the evaluation factors. Cost is further evaluated through a cost/benefit analysis based on proposed work and technical expertise.

D. Indian Preference: 10 points

- a. Contractor must demonstrate that they meet the following factors to secure Indian Preference status:
 - i. Membership in a federally recognized Tribe;
 - ii. Indian ownership of 51% or more;
 - iii. Indian control;
 - iv. Indian management;
 - v. Financing obtained by Indian person; and
 - vi. Equipment obtained by Indian person.

The RFP process is designed to result in the selection of a contractor who demonstrates the capability to complete the work at the best value.



Confederated Tribes of the Umatilla Indian Reservation
 Department of Natural Resources
 FIRST FOODS POLICY PROGRAM

Attachment A: Bid Sheet and Cost Proposal

Project Title: Nixyáawii, Awkú Čáwpam Ákaatta!: “Nixyáawii, Don’t Throw It Away!”

Interested contractors must complete the cost proposal below and submit it with their proposal. The cost proposal must cover the entire performance period, from beginning work in late July 2024 to the project end date of May 31, 2026.

Interested contractors should list hourly rates for contractor’s staff members below:

Contractor Staff Position	Hourly Rate	Estimated Total Hours on Project	Total
--	--	TOTAL:	

Cost Proposal

Work Item	Description	Units or Estimated Hours	Cost
Work Item 1: Develop a Nixyáawii Food Waste Assessment (FWA) Report	Draft survey tools, collect survey responses, draft promotional materials, draft and revise FWA, present FWA to community		
Work Item 2: Build community capacity to implement food waste reduction strategies at CTUIR facilities and family residences.	Identify and confirm host sites, regular communication with host sites, host trainings and events, develop education resources, draft newspaper articles, draft knowledge gained assessments		
Work Item 3: Implement Biogas Digester demonstration project to collect and utilize food waste to create direct use cooking fuel.	Provide equipment recommendations, coordinate siting and installation, troubleshoot issues, collect feedback, provide assessment of equipment at end of project		

Work Item 4: Food Waste Collection and Input to Biogas Digester.	Develop collection protocols and schedule, collect food waste and input to digester, advise staff on equipment needs, collect data on inputs, collect data on distance biked, monitor digester for needs and problems		
Work Item 5: Manage Biogas and Leachate Collection and Utilization.	Remove liquid and gaseous products, record outputs, manage storage, coordinate testing for contaminants, manage distribution, record interest in receiving outputs		
Work Item 6: Communicate effectively with CTUIR staff to fulfill grant reporting requirements and participate in project evaluation.	Communicate regularly with CTUIR staff, coordinate meetings, provide written progress updates with all data collected each month, develop project evaluation criteria, participate in project evaluation		
TOTAL	--	--	

Bidder's Qualifications for the project must be attached to the Bid Sheet

CONTRACTOR'S FULL LEGAL NAME:	
AUTHORIZED SIGNATURE:	
PRINTED NAME AND TITLE OF PERSON SIGNING:	
DATE:	
COMPANY ADDRESS:	
COMPANY PHONE NUMBER:	
COMPANY EMAIL ADDRESS:	
BID PRICES VALID FOR DAYS:	