



Nez Perce

WATER RESOURCES DIVISION
P.O. BOX 365 - LAPWAI, IDAHO - (208) 843-7368 - FAX (208) 843-7371

REQUEST FOR PROPOSALS (RFP)

CPRG Implementation Support, Procurement, and Reporting Services

Nez Perce Tribe, Water Resources Division

1. Background

The Nez Perce Tribe's Water Resources Division (WRD) is implementing a Climate Pollution Reduction Grant (CPRG) funded by the U.S. Environmental Protection Agency. The CPRG program includes multiple measures related to energy efficiency, electrification, transportation, and emissions reduction, including coordination across Tribal programs and subawards.

WRD is actively moving into implementation across multiple program areas. Due to a recent staffing change, additional support is needed to help keep the program organized, maintain progress, and meet federal requirements.

2. Scope of Work

The selected contractor will provide **implementation support, procurement support, project coordination, reporting assistance, and development of program management tools and systems** for the CPRG program.

The Tribe is seeking a contractor who can provide practical, hands-on support and help keep the program organized and moving forward. WRD will establish priorities and sequencing of tasks in coordination with the selected contractor.

Core Tasks

- Track progress of CPRG measures, milestones, and deliverables
- Support coordination and oversight of subawards (e.g., Tribal Housing Authority)

- Assist with preparation of EPA reports and required documentation
- Maintain project tracking tools, schedules, and budget summaries
- Coordinate with WRD staff, Tribal departments, and contractors

Program Management Tools and Systems

- Develop and maintain project tracking tools, dashboards, and documentation systems that are user-friendly and transferable to WRD staff
- Develop templates and tools to support EPA reporting, procurement, and subaward tracking
- Establish organized file structures and documentation practices for CPRG program records
- Ensure all tools, templates, and systems are delivered in accessible formats and can be maintained independently by WRD staff
- Provide a standard operating procedure (SOP) or other similar documentation so WRD staff can continue using these tools after the contract ends
- Assist with development, refinement, and maintenance of required CPRG tracking and reporting systems, including QAPP-related coordination, emissions tracking, and LIDAC benefits tracking and reporting, as applicable

Procurement and Implementation Support

- Assist in the development of RFPs, scopes of work, and other procurement documents for CPRG-funded activities (e.g., EV charging infrastructure, hybrid/EV vehicle procurement, contractor services)
- Provide practical recommendations on procurement approaches and sequencing of implementation
- Support planning and prioritization of project rollout (e.g., EV charging deployment, vehicle procurement)
- Provide practical guidance to support WRD decision-making

Authority and Role

The contractor will operate in an advisory and support role. WRD will retain all programmatic, financial, and procurement decision-making authority. The contractor will not independently represent the Tribe to EPA or execute procurements.

3. Contract Term and Budget

- Anticipated contract term: **6 months**
- Contract type: **Professional services agreement**
- Compensation: **Hourly or fixed monthly support**
- Not-to-exceed amount: **\$100,000**

- Respondents should propose a cost-effective level of effort appropriate to the scope of work and clearly identify proposed hours and assumptions.

The Tribe is not obligated to expend the full contract amount. Any contract extension or additional procurement will be based on program needs, contractor performance, funding availability, and applicable Tribal approval requirements. Invoices shall include a summary of work performed and hours billed by major task area.

4. Minimum Qualifications

- Experience with **federal grant management**, preferably EPA-funded programs
- Experience with **project management, reporting, and compliance tracking**
- Experience developing **procurement documents and supporting implementation of energy or infrastructure programs**
- Strong organizational and communication skills

Preferred Qualifications

- Experience working with Tribal governments or Tribal programs
 - Experience with energy, electrification, transportation, or infrastructure deployment programs
 - Familiarity with federal funding requirements (e.g., 2 CFR 200, Build America Buy America)
 - Experience with EPA quality assurance requirements, emissions quantification, and benefits tracking/reporting is preferred
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5. Proposal Requirements

Proposals should include the following:

1. Firm/Consultant Information

- Overview of the firm or individual
- Relevant experience and qualifications

2. Approach

- Description of how the scope of work will be carried out
- The contractor's anticipated work plan, key early deliverables, and approach for providing regular progress updates tied to completed tasks and work products

- Proposed staffing and level of effort (hours per week/month), including an estimate of hours by major task area (e.g., reporting, procurement support, coordination, tool development, and technical tracking/reporting support)
- Approach to coordination, procurement support, reporting, and development of tools/systems, and technical tracking and reporting support
- Description of how the contractor will ensure that tools, templates, and systems developed under this contract can be maintained and used by WRD staff after the contract ends

3. Relevant Experience

- Examples of similar work, particularly federal or EPA-funded projects
- Experience with Tribal governments (if applicable)

4. Cost Proposal

- Hourly rates and/or proposed total cost
- Estimated level of effort and cost assumptions
- Clear identification of the total proposed cost for the 6-month term

5. References

- At least two references for similar work

6. Indian Preference (Required Disclosure)

- Indicate whether the firm qualifies as an Indian-owned business under Tribal policy
- If claiming Indian Preference, provide documentation of eligibility

There is no strict page limit; however, proposals should be concise and focused on relevant experience and approach.

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- Relevant experience and qualifications, including reference review (30%)
- Understanding of the scope and approach (30%)
- Cost and level of effort (30%)
- Responsiveness and completeness of proposal (10%)

Indian Preference will be applied in accordance with Tribal procurement policy.

7. Submission Information

Proposals must be submitted electronically to:

Ken Clark

Director, Water Resources Division

Nez Perce Tribe

kenc@nezperce.org

Deadline: May 15, 2026

8. Additional Terms

The Nez Perce Tribe reserves the right to:

- Reject any or all proposals
- Request additional information or clarification
- Negotiate scope, schedule, or cost with selected respondents
- Make an award without further discussion of the proposals submitted
- Investigate references, including references other than those provided in the proposal

All procurement actions will follow applicable Tribal procurement policies and federal grant requirements. Compensation must comply with applicable federal grant requirements, including EPA limitations on compensation for individual consultants where applicable.

9. Indian Preference

This procurement is subject to the Nez Perce Tribe's Indian Preference provisions in accordance with Tribal policy.

Preference will be given to qualified Indian-owned businesses and enterprises, consistent with applicable federal law. Firms claiming Indian Preference must provide documentation of eligibility.