

## **Request for Proposals Certified Small Animal Control Professional Services**

The Kayenta Township, a political subdivision of the Navajo Nation and recognized by IRS as 7871 Municipal Government, is soliciting proposals for small animal control professional services. The selected certified professional entity or firm (entity) will deliver, provide and perform small animal control professional services within the Kayenta Township boundary, which encompasses approximately 3,606.43 acres, more or less, in Kayenta, Navajo Nation (Arizona).

Scope of Services: The entity will deliver, provide and perform small animal control professional services in conformity with the National Animal Control Association (NACA) and to be in compliance with the Navajo Nation Animal Control Program. The entity shall be license to operate programs such as; adoption, shelter, spays & neuter, pick up strays, licensing, vaccinations, euthanasia and community outreach. The entity will be required to develop written guidelines, policies and procedures in compliance with Chapter 7 of the Kayenta Township Commission Animal Control Ordinance.

All responses are to include:

- A description of the professional entity/firm, its form of ownership, and its areas of practice and specialties. Include copies of any animal control licenses and certifications.
- Name, title, address, phone and fax numbers, and e-mail address of the firm's principal contact person and proposed principal officer.
- Narrative statement of experience which would enable the proposer to accomplish the scope of work outlined above.
- Statement indicating whether the certified professional entity or firm has professional liability insurance with an insurer with an A.M. Best's rating no less than A.
- Evidence of ownership recognized by IRS with Articles of Corporation and By-Laws, required license, certification or registered as member of certified animal control association.
- Evidence of an association with foundations and contributors of animal control services.
- Schedule of costs and expenses for first, second and third year budget or a flat rate fee for services to be rendered, including a 3 year budget. Such fee should include rates for each level of staff anticipated. Estimated expenses may include the retention of other consultants and support staff, mailing, advertising, etc. All expenses must be reasonable.
- A list of the names, addresses and phone numbers of at least three references.
- A list of relevant client services, including a contact name and telephone number.
- If claiming Navajo Preference, include evidence of such preference.

Due Date: Two copies of the proposal shall be submitted no later than 5:00 p.m., local time, on March 26, 2010, by personal delivery to the Township Office, ¼ mile north of Highway 163, or by regular mail at the address listed below.

Kayenta Township  
P. O. Box 1490  
Kayenta, Navajo Nation (AZ) 86033

Inquiries may be addressed to Town Manager or Director of Economic Development at (928) 697-8451.

The Township will abide by the Navajo Nation Business Opportunity Act and Navajo Preference in Employment Act, and reserves the right to reject any and all bids and to waive any informality.