

QUOTE REQUEST

Date: February 10, 2021

Re: Quote Request for National Tribal Air Association's National Baseline Needs Assessment for Tribal Air Quality Programs

Public Purpose:

The National Tribal Air Association (NTAA), governed by the NTAA Executive Committee and administered by NAU's Institute for Tribal Environmental Professionals (ITEP) is seeking quotes from interested parties willing to conduct a national needs assessment of all federally recognized Tribes to ascertain the budgetary and programmatic needs of the Tribes related to the management of air quality programs.

The NTAA was founded in 2002 with a grant from the United States Environmental Protection Agency's Office of Air and Radiation with a mission to advance air quality management policies and programs, consistent with the needs, interests, and unique legal status of American Indian Tribes and Alaska Natives. Tribes are important partners with federal, state and local agencies to protect air quality and mitigate climate change. NTAA is one of the largest Tribal membership organizations in the nation with over 150 member Tribes. NTAA serves all Tribes including member tribes with air quality and climate change policy analysis and support. NTAA helps provide this policy support to Tribal leaders, staff and members that work on air quality through Tribal governmental environmental offices. For more information about the NTAA please visit: <https://www.ntatribalair.org/>

Federally recognized Tribes rely nearly exclusively on federal funds to develop and sustain air quality management programs. Federal funding for Tribal air programs has been stagnant or declining for nearly 20 years. There are many Tribes that wish to develop air quality programs to improve public health for their communities, but federal grants for new Tribal air programs are difficult to achieve due to the stagnant nature of federal Clean Air Act funding. To better understand the unmet needs of Tribes the NTAA is seeking a qualified and experienced contractor to conduct a nationwide baseline air quality needs assessment of federally recognized Tribes.

The purpose of this baseline needs assessment (BNA) includes the following:

1. Determine which federally recognized Tribes desire to develop an air quality management program
2. Determine for what purpose or why Tribes are interested in developing an air quality management program, e.g., what specific air quality issues of concern do they want to address.
3. Determine the approximate annual cost for the air quality program that each Tribe seeks to develop.

The results of this BNA will be reviewed, approved and shared with the National Tribal Caucus and other Tribal leaders that work with federal agencies like the the U.S. EPA.

Scope of Work (detailed description): The baseline needs assessment will include several tasks:

The scope of the BNA includes a good faith effort at determining the air quality needs of all federally recognized Tribes. The work will include the following steps

1. Conduct an introductory virtual meeting with the NTAA EC to determine the specific criteria to be used in conducting the BNA and provide the NTAA EC with details of the plan for data collection and consult with any changes determined by the NTAA EC.
2. Draft a questionnaire for the Tribes for review and approval by the NTAA EC.
3. Once approved by the NTAA EC, contact the Tribes and implement the questionnaire in a timely manner.
4. Collect, analyze and present the results of the BNA to the NTAA EC in a virtual meeting and provide answers to any questions from the NTAA EC. The results must include both qualitative and quantitative results that help tell a holistic story of the unmet needs of Tribes related to air quality management.
5. Produce and submit a final report with the results of the BNA to the NTAA EC.

Project Schedule (term/timelines):

Overall Term:	March – September 2021 (if more time is needed the total term cannot exceed 1 year)
February-March, 2021:	ITEP releases Request for Quotes and selects a contractor
April 2021:	Contractor schedules the introductory virtual meeting with the NTAA EC and begins to draft BNA questionnaire
May, 2021:	After NTAA EC feedback, contractor finalizes BNA and begins outreach to Tribes.
May – August, 2021:	Conduct BNA with Tribes
August 2021:	Contractor prepares final report
September 2021:	Contractor presents final report to the NTAA EC in a virtual meeting.

Requirements for the project (deliverables/timelines/obligations):

The selected contractor must communicate clearly and consistently with the NTAA EC and staff to deliver a comprehensive BNA to provide a holistic understanding of the unmet needs for the federally recognized Tribes related to the impacts from and management of air quality. The project must be completed by September 30, 2021. Approval of all steps of the BNA must be approved by the NTAA EC. The final report must include data that address' the purpose of this baseline needs assessment.

It is our intent to select the Quote(s), which are most favorable in all respect, including availability of service, quality, reputation and price. Multiple selections may be awarded may be made if in the best interest of the University.

Fees:

ITEP maintains a cooperative agreement with the U.S. EPA to administer the NTAA and

includes limits for the rate ITEP may pay for outside services. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. Please list the rate of pay, overall fee, and any additional estimated expenses or travel fees separately for consideration.

Payment:

Fees and preapproved expenses (if any) shall be payable on net thirty (30) days upon completion of services and proper submission of invoices and documentation. Such invoice shall not be dated prior to the last day of services.

Terms: In the event a Quote(s) is selected, a Purchase Order issued with NAU Terms and Conditions (<https://in.nau.edu/Contracting-Purchasing-Services/Terms-Conditions/>) shall govern. Exception may apply if Supplier requires a separate signed agreement instead of a Purchase Order. Any Supplier agreements and terms are subject to review and approval by the NAU Contracts Department prior to signature of an authorized signatory.

For questions contact: Andy Bessler, Project Director at 928-380-7808 or andy.bessler@nau.edu

Submit Quote by: March 20, 2021