Affiliated Tribes of Northwest Indians
Request for Proposals

RFP Title: Climate Pollution Reduction Grant Consultant Project Manager
Posting Date: October 12, 2023
Closing Date: October 24, 2023
Anticipated Start Date: November 1, 2023
Anticipated End Date: April 30, 2024

Organization Overview

In 1953, farsighted tribal leaders formed the Affiliated Tribes of Northwest Indians (ATNI) and dedicated it to tribal sovereignty and self—determination. Today, ATNI is a nonprofit organization representing 57 Northwest Tribal Governments from Oregon, Idaho, Washington, Alaska, California, and Montana. ATNI is an organization whose foundation is composed of the people it is meant to serve – the Indian People. To learn more about ATNI, visit www.atnitribes.org.

Timeline & Format of RFP Process:
- October 16 – October 25, 2023: RFPs submitted
- October 26 – October 27, 2023: RFPs reviewed and finalists identified
- October 27 – October 31, 2023: Follow-up conversations; offer extended
- November 1, 2023: Consultant’s work begins

Overview of Climate Pollution Reduction Planning Grant:
ATNI was awarded the Climate Pollution Reduction Grant – Phase 1 Planning Grant (CPRG) in late September 2023. The total funds for this Planning grant are $975K to be spent over the course of four years. For more information, navigate to this webpage: https://www.epa.gov/inflation-reduction-act/cprg-planning-grant-information

Objectives of ATNI’s CPRG Program:
ATNI’s CPRG Program’s main objective is to create a visionary climate action plan, in partnership with our member Tribes, which will incorporate a variety of measures to reduce greenhouse gas emissions from across Tribal economies in six key sectors (electricity generation, industry, transportation, buildings, agriculture/natural and working lands, and waste management). Major deliverables across the four-year grant include the following:

1. Priority Climate Action Plan – due April 1, 2024
2. Comprehensive Climate Action Plan – due at the end of the grant period (2027)
Work Scope of this RFP:
ATNI is seeking a Consultant Project Manager to partner with our Team, other ATNI consultants, Tribal program managers, state and agency partners, and interested members from all of our Tribes to accomplish CPRG goals set for the next six months.

The successful Consultant will initiate and manage an Advisory Council of Tribal members with expertise in climate pollution reduction. Additionally, they will attend meetings with like organizations also working on CPRG Program goals. Utilizing expertise from these partners, the ATNI team, and their independent research, the Consultant will be responsible for drafting the Priority Climate Action plan due to the CPRG Funder, the Environmental Protection Agency, by April 1, 2024.

Manage the program in its entirety, including managing contracts with technical expertise consultants and managing relationships with the funder (Environmental Protection Agency). Work collaboratively with ATNI team members to accomplish shared goals, such as maintaining ongoing and consistent communication from ATNI’s channels about the efforts of the ATNI CPRG Program.

Deliverables:

- **November 1 – March 31, 2024:** Gather, organize, and review Tribal and other Tribal Consortia, State, or Agency Climate Action Plans to identify common measures for reducing greenhouse gas emissions
- **November 1 – November 24, 2023:** Meet with Tribal partners and recruit members to the CPRG Virtual Advisory Committee (AC)
- **By November 30, 2023:** Develop a database of Tribal contacts and other interested parties through outreach to all 57 member Tribes
- **November 1 – December 31, 2023:** Develop outreach and engagement strategy
- **By December 15, 2023:** Develop a Quality Assurance Project Plan
- **November – April 2024:** Host at least monthly AC meetings
- **January 2024:** If AC approves, host an in-person meeting with AC members at ATNI’s already planned Winter Convention in Portland, OR
- **By January 31, 2024:** Finalize draft of Priority Climate Action Plan (PCAP)
- **February – March 2024:** AC and other interested parties review the PCAP draft
- **By March 31, 2024:** Publish the final Priority Climate Action Plan
- **January and April 2024:** Prepare quarterly reports for the grant funder
- **Ongoing:** Maintain a work plan and timely accounting of actions taken in support of the CPRG Program; Maintain notes for meetings with Tribal stakeholders to help keep ATNI’s team informed; Maintain database for Tribal partners and other interested parties to ensure excellent collaboration with ATNI team and others; Provide timely invoices with details of actions taken

Special Considerations
Having technical expertise in the field of climate pollution reduction is not a requirement for this position, however, familiarity with the concepts and past work similar to the work required of this RFP is preferred.
All qualified responses to this proposal will receive consideration without regard to race, color, religion, sex, or national origin. ATNI reserves the right to observe Tribal preference as a standard hiring practice in alignment with our values to promote opportunities for Indian People from the member Tribes of ATNI.

**To Respond**
Please send a cover letter (1 page maximum) and your proposal (5 pages maximum) that includes:

- Qualifications to perform the work
- Approach
  - Philosophy
  - Process
- Budget
  - Rate(s) of consultant(s) or basis for budget
  - Method of determining fee (time & materials/ fixed price, etc.)
- Biographies of consultant and/or team members (resumes do not count against page count)
- Concerns and/or questions to be addressed and availability between October 27 – October 31, 2023
- References
  - Three (3) references
  - Experience with Indian Tribes and Organizations preferred

**Submittals**
By email: Send to becky@atnitribes.org with the subject line of “**ATNI CPRG Proposal**” by close of business on the day of the application deadline listed above. It is preferable if you send your documents as a single pdf.

By mail: Send to: Affiliated Tribes of Northwest Indians, c/o Amber Schulz-Oliver, PO Box 66209, Portland Oregon 97290. Envelopes must be postmarked **TWO DAYS PRIOR** to the application deadline listed above. If you are sending your application by mail, please inform us by email (becky@atnitribes.org) or by phone (503.249-5770).

**Contact Info**
Please refer questions to Becky Jones at becky@atnitribes.org.