



## **AK-CHIN INDIAN COMMUNITY**

### **Environmental Programs**

# **AK-CHIN INDIAN COMMUNITY REQUEST FOR PROPOSAL FOR THE FACILITATOR TO THE REGIONAL TRIBAL OPERATIONS COMMITTEE (RTOC)**

The Ak-Chin Indian Community (hereafter called the “Owner”) invites all individuals with experience to submit proposals for the Facilitator to the US EPA Region 9 Regional Tribal Operations Committee (RTOC). The project consists of the following;

The objectives would be to provide support to the Tribal Co-Chair and Tribal Caucus by:

1. Organizing the pre-RTOC planning meetings with the Tribal Co-Chair and EPA representatives to assist with facilitation approaches for discussion items.
2. Assisting to assure venue amenities are sufficient with accommodating RTOC member attendance and participation.
3. Quarterly Meetings: Assist with preparation and facilitation for quarterly Tribal Caucus and RTOC meetings; travel to, attend and participate in meetings. At a minimum, the RTOC meets four times a year. One meeting is held at the US EPA Region 9 Office in San Francisco, California and two meetings are held on Tribal lands within the Region 9 area (Arizona, California and Nevada). Additional meetings will be scheduled, if necessary, contingent upon available funds. The following are tentatively scheduled meetings: October 2025 – Salt River Indian Community, Scottsdale, AZ; February 2026 – Fort Mohave, NV; May 2026 – Soboba, CA; August 2026 – San Francisco, CA; October 2026 TBD; February 2027 – TBD; May 2027 – TBD; August 2027 - TBD.
4. Documenting key comments and action items from sessions.
5. Compiling notes and information for distributing to the RTOC and general Tribal Caucus members.
6. Other Tasks: Perform other services as requested by the Tribal Co-Chair on behalf of the Tribal Caucus or full RTOC.

The project funding comes from the fiscal year 2026 & 2027 US EPA General Assistance Program (GAP) – RTOC grant, with requirements in providing “Fair Wages”.

A RECOMMENDED PRE-BID meeting is scheduled for 10:00 a.m. (Arizona Time) on August 8, 2025, by WebEx. To register for a WebEx invitation email [Fhowerton@ak-chin.nsn.us](mailto:Fhowerton@ak-chin.nsn.us), by noon (12:00 p.m.) on August 7, 2025. The RFP will be provided electronically shortly after registering.

The Owner will receive Competitive Bid Proposals until 12:00 (noon) p.m. (Arizona Time) on August 22, 2025 at the Tribal Purchasing Department located at 42507 West Peters & Nall Road Maricopa, Arizona 85138 or via email at [Fhowerton@ak-chin.nsn.us](mailto:Fhowerton@ak-chin.nsn.us). Proposals received after the specified date and time will be rejected and returned unopened.

This invitation is unrestricted; however, preference will be given to Indian Organizations, Indian Individuals, and Indian Owned Enterprises in accordance to the Community Procurement Procedure. Request for Proposals (“RFP”) instruction/information package and related information may be obtained from the Ak-Chin Indian Community Purchasing Office, 42507 West Peters & Nall Road, Maricopa, Arizona 85138, and may be requested by email at [Fhowerton@ak-chin.nsn.us](mailto:Fhowerton@ak-chin.nsn.us).

The Owner reserves the right to reject, any and all bids. However, the Ak-Chin Indian Community at its discretion may postpone said action for such time as the Tribal Council may designate, as the interest of the Community may require.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of Bids without consent of the Owner.