# Request for Proposals (RFP)
## Hands-On Livestock Vaccination Workshop Instructor Services

Issued by: Land and Natural Resources Department, Shoshone-Paiute Tribes
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Issue Date: 10/29/2026
Proposal Due Date: 11/30/2026

## 1. Introduction
The Land and Natural Resources Department of the Shoshone-Paiute Tribes, in accordance with their policies and procedures, is soliciting proposals from qualified instructors to plan and lead a hands-on livestock vaccination workshop on the Duck Valley Indian Reservation, Owyhee, NV/ID.

The workshop will run **1–2 days** at a working corral and chute facility on the Reservation. It will train ranchers, Tribal members, and staff in proper vaccination practice, vaccine selection, and the role of vaccination in disease prevention and emergency response.

The project work plan identifies failure to vaccinate, and gaps in vaccination practice, as a likely cause of disease outbreaks on the Reservation. This workshop addresses that need directly by teaching producers to vaccinate correctly and choose appropriate products, and by connecting vaccination and chute-side recordkeeping to the Sho-Pai Livestock Emergency Response Plan.

Funding for The Shoshone-Paiute Tribes Animal Disease Preparedness and Response Project is provided through the USDA National Animal Disease Preparedness and Response Program (NADPRP) – APHIS grant.

## 2. Scope of Work
The selected instructor shall plan, prepare, and deliver a 1–2 day hands-on livestock vaccination workshop as described below.

**Format and Audience**
- Deliver the workshop over 1–2 days at a working corral and chute facility on the Reservation, scheduled for December to May 2027 to coincide with calf availability and processing.
- Follow a short instruction, then demonstration, then supervised hands-on practice on live animals.
- Design instruction for a mixed audience of experienced ranchers, **younger and beginning producers**, Tribal members, and Land & Natural Resources staff.

**Proper Vaccination Practice**
- Reading vaccine labels: dose, route, and booster requirements.

- Subcutaneous vs. intramuscular technique.
- Correct injection sites in the neck per Beef Quality Assurance (BQA) guidelines, and why location matters for animal welfare and carcass quality.
- Needle and syringe selection.
- Cold chain and vaccine storage, and mixing modified-live products.
- Equipment cleaning, broken needle response, and sharps safety.

**Vaccine Information and Why We Use Them**

- Core and risk-based vaccines for beef cattle in this region, including clostridial, respiratory, reproductive, and leptospirosis vaccines.
- Brucellosis vaccination and official identification requirements.
- Modified-live vs. killed products, and booster requirements.
- Vaccination timing around breeding, calving, and weaning.
- Common causes of vaccine failure, adverse reactions, and withdrawal times.

**Preparedness Link**

- Recordkeeping at the chute.
- Animal identification and traceability.
- How vaccination fits into emergency disease response under the Sho-Pai Livestock Emergency Response Plan.

**Vaccines and Coordination**

- Supply the vaccines used during hands-on practice, itemized separately from professional fees.
- If the instructor is a USDA-accredited veterinarian, the vaccine allowance will be used for brucellosis vaccine (up to 100 doses) administered to eligible heifers with official identification. If the instructor is not USDA-accredited, the vaccine allowance will instead be used for standard cattle vaccines.
- Coordinate the schedule, facility, cattle, and agenda with the Shoshone-Paiute Tribes' Land & Natural Resources Department, whose staff will lead outreach to ranchers, workshop coordination, and documentation.

## 3. Deliverables

The instructor shall provide:

- **Workshop Agenda and Lesson Plan**: Submitted to the Land & Natural Resources Department for review before the workshop, showing the topics above and the time given to instruction, demonstration, and hands-on practice.
- **Workshop Delivery**: A 1–2 day hands-on workshop delivered on the Reservation as described in the Scope of Work.
- **Take-Home Materials**: Plain-language handouts on vaccination technique and vaccine handling, and a blank annual herd health and vaccination calendar, provided in print-ready and editable electronic form.
- **Vaccination Records**: Documentation of animals vaccinated during hands-on practice, including animal identification, number and type of animals, product, lot number, dose, route, and injection site, as a model for chute-side recordkeeping in an emergency disease response.

- **Final Report**: A summary of the workshop delivered, topics covered, attendance (in coordination with Land & Natural Resources sign-in records), animals worked, an itemized accounting of vaccines used, and recommendations for future vaccination training and herd health management.

## 4. Timeline

RFP Issue Date: 10/29/2026
Proposal Submission Deadline: 11/30/2026
Selection & Notification: 12/01/2026
Workshop Dates: December 2026 – May 2027, to coincide with calf availability and processing.
Contract End Date: 05/20/2027

## 5. Proposal Requirements

Interested instructors must submit a proposal including:

- Cover letter expressing interest and availability.
- Detailed qualifications and experience with livestock vaccination, Beef Quality Assurance practices, disease prevention, and emergency preparedness, and with teaching hands-on livestock handling to producers.
- Current credentials, such as a veterinary license, BQA trainer certification, or Extension appointment. Proposals must state whether the instructor is a USDA-accredited veterinarian.
- A proposed workshop outline and agenda for 1–2 days, including the balance of instruction, demonstration, and supervised hands-on practice, and the approach to teaching a mixed audience.
- A sample or outline of the proposed take-home materials.
- An itemized cost proposal with a **total cost not to exceed $16,464.00**, showing professional fees, travel, and vaccines as separate line items (see Section 6). Vaccines must be listed by product, number of doses, and unit cost. An itemized list of equipment needed (will be assisted by SPT).
- References from at least two prior clients, preferably Tribal nations, agricultural operations, or rural livestock projects.

## 6. Budget Ceiling

The Shoshone-Paiute Tribes Animal Disease Preparedness and Response Project has established a **maximum contract value not to exceed $16,464**, allocated as follows:

- Professional fees (workshop preparation, delivery, and take-home materials): up to $14,400
- Instructor travel, lodging, and per diem, at or below Federal GSA rates: up to $864
- Vaccines for hands-on practice (brucellosis vaccine, 100 doses at $12, or standard cattle vaccines if the instructor is not USDA-accredited): up to $1,200

The Tribes will separately provide the corral and chute facility, the cattle, fly control products applied to animals worked during the workshop, and vaccination supplies for

hands-on practice (inoculation guns, replacement needles, syringes, gloves, and antiseptics). These items should not be included in the proposal. Proposals exceeding the contract ceiling will not be considered.

## 7. Evaluation Criteria

Proposals will be evaluated on the following:

- Demonstrated experience with beef cattle vaccination, herd health, and Beef Quality Assurance practices.
- Experience teaching hands-on, chute-side training to producers of varied experience levels.
- Experience working with Tribal nations, rural communities, or large herd vaccination programs.
- Quality and practicality of the proposed workshop agenda and take-home materials.
- USDA accreditation (preferred, as it allows the brucellosis vaccination component).
- Ability to deliver services within the stated **budget ceiling**.
- Cost-effectiveness and clarity of itemized pricing.
- Quality of references and prior performance.

## 8. Submission Instructions

Proposals may be submitted electronically in PDF format to:

**Crystal Kelly**
Director, Land & Natural Resources Department
Shoshone-Paiute Tribes
Email: crystal.kelly@shopai.org
Phone: 208-759-3100 extension 1217

Or Mailed to:

Attention: Land and Natural Resources
Shoshone-Paiute Tribes
P.O. Box 219
Owyhee, NV 89832

Proposals must be received no later than 11/30/2026 by 5:00 p.m. MST. Late submissions may be considered.

## 9. Terms and Conditions

- The Shoshone-Paiute Tribes reserve the right to reject any and all proposals.
- Contracts will be awarded in accordance with Tribal procurement policies and procedures.
- All contract costs, including professional fees, travel, and vaccines, must be itemized in the proposal and fall within the stated **not-to-exceed amount**.
- Travel, lodging, and per diem will be reimbursed at or below Federal GSA rates.
- The instructor is responsible for proper storage and cold chain of vaccines supplied, and all vaccination shall follow product label directions and BQA guidelines.
- All records and data collected during this contract shall remain the property of the Shoshone-Paiute Tribes.