



PROSPECTUS

A Special Recreation Permit Business Opportunity
for Guided Hunting and Retrieval Services with the
National Elk Refuge

Solicitation # SRP-NER-01

PROSPECTUS

Guided Hunting and Retrieval Services with the National Elk Refuge

United States Fish and Wildlife Service

Department of the Interior

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PROSPECTUS ISSUED: March 2, 2026

QUESTIONS DUE: March 13, 2026

PROPOSALS DUE: April 3, 2026

Questions and proposal must be received by the Fish & Wildlife Service
no later than 4:00 P.M. Mountain Time on the due dates listed above.

Send questions via email to Raena_Parsons@fws.gov

Submission of an electronic proposal Raena_Parsons@fws.gov

Submission of hardcopy proposal

Send via US Postal Service, FedEx, or UPS to:

National Elk Refuge
Attention: Permits Coordinator
675 East Broadway
PO Box 510
Jackson, WY 83001

Introduction

The National Elk Refuge (Refuge) is offering opportunities for a big game outfitter to provide commercial services on National Wildlife Refuge lands within the refuge boundary. The refuge boundary includes the following Wyoming Game and Fish Department designated Hunt Areas by species: Elk = HA 77, Deer = HA 155, Pronghorn = HA 85 and Bison = HA 2. A special recreation permit will be awarded for big game guiding and retrieval services through a competitive selection process. Prospective applicants are advised to carefully read this prospectus before responding.

The terms of the permit awarded under this method are valid initially for five years. When the permit holder has successfully met all permit terms and conditions and has a satisfactory record of performance, the Service may renew that permit for an additional five years without competition. After the renewed permit expires, or upon dissolution of the Special Recreation Permit by one or both parties, the competitive solicitation process will be reinitiated.

Allowing commercial, big game guiding opportunities on Refuges has the primary objective of making quality recreational hunting accessible to the public, all while such activities are compatible with the National Wildlife Refuge's purposes, resources, and management objectives. Refuge policies require sport hunting to reflect well on the Refuge and the tradition of hunting. It must promote positive hunting values and hunter ethics such as fair chase. It must also provide participants with reasonable harvest opportunities, less crowding, less competition, fewer conflicts between hunters, relatively undisturbed wildlife, greater hunter safety, less than average crippling loss, and less interference from or dependence on mechanization.

Commercial guiding activities authorized on Refuge lands should contribute to these values and objectives.

Permit holders cannot sublet any part of an area and are prohibited from subcontracting clients with any other hunting outfitter.

All applicants are responsible for making their own investigations as to the economic feasibility of any proposal, facts about the area, and estimates of potential business opportunity.

It will be the responsibility of the permit holder selected under this prospectus to adhere to all permit conditions and work diligently to minimize conflicts with other users.

Contact the Refuge Manager, National Elk Refuge by mail at P.O. Box 510, Jackson, WY 83001; or by phone at (307) 201-5409 from 8:00 am to 4:30 pm on weekdays.

The U.S. Fish and Wildlife Service Mission

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people.

The National Wildlife Refuge System Mission

The mission of the National Wildlife Refuge System is to administer a national network of lands and waters for the conservation, management and, where appropriate, restoration of the fish, wildlife and plant resources and their habitats within the United States for the benefit of present and future generations of Americans.

The National Elk Refuge

Refuge Purpose

- The National Elk Refuge was established in 1912 as a “winter game (elk) reserve” (37 Stat. 293, 16 U.S.C. 673).
- In 1913, the U.S. Congress designated the area “a winter elk refuge” (37 Stat. 847).
- In 1921, all lands included in the refuge or that might be added in the future were reserved and set apart as “refuges and breeding grounds for birds” (Executive Order 3596), which was affirmed in 1922 (Executive Order 3741).
- In 1927, the refuge was expanded to provide “for the grazing of, and as a refuge for, American elk and other big game animals” (44 Stat. 1246, 16 U.S.C. 673a).

Refuge Vision

Nestled below the majestic Teton Range, adjacent to the historic gateway town of Jackson, Wyoming, the National Elk Refuge provides crucial big game wintering habitat in the Greater Yellowstone Ecosystem. Across the refuge’s grassland, wetland, woodland, and sagebrush shrubland communities, visitors view wintering elk and other wildlife populations that are balanced with their habitats. The public enjoys quality hunting and fishing as well as year-round interpretative opportunities. Effective outreach and strong public and private partnerships ensure understanding and protection of refuge resources for future generations.

Offering

Each outfitter can submit only one application. The following outfitter use area description is approximate and is not legally defined and binding. The outfitter use area does not extend beyond the boundary of the Refuge. Copies of the Refuge and hunt area boundary descriptions are available from the Refuge office upon request. The selected outfitter will have exclusive commercial big game guiding & retrieval use of the permitted area.

Use area number and location: NER-01, National Elk Refuge

Permit term: August 1, 2026 through July 31, 2030

Offering type: Sole Use

Species Available: Elk, bison, pronghorn, white-tail deer.

General Description

Outfitter use area NER-01 encompasses the entire Refuge. This area is made up of flat sagebrush valleys and low rolling hills. The north end of this area is the Gros Ventre River floodplain which is primarily riparian cottonwood trees and willow bottoms. The area is bisected by several large valleys without streams or running water.

Elk are not always present early in the season. Numbers increase during the migration. Seasons are designed to provide opportunity during the early and late migrations. All hunter access is via foot or horseback and bike on retrieval roads, although hunters are allowed to retrieve animals from several dirt roads within specific time periods. Grizzly bear densities are low, although sightings are becoming more common in recent years during the open hunting season. Hunters should be prepared to encounter bears during the entire hunting season.

Bison are also found seasonally on the National Elk Refuge, and most of the annual bison harvest occurs there, especially for cow bison.

Any guiding operation permitted in the area should plan for variable client numbers and animal harvest levels while also providing for a high-quality hunting experience.

Private Lands

n/a

Special Land Category

n/a

Operating Conditions and Standards

n/a

Historic Outfitter/Client Use Levels

NER-01 has hosted guided hunting and retrieval since 2008. Number of permits and permission slips vary by year in close collaboration with Wyoming Game & Fish.

DEFINITIONS

Fish and Wildlife Service (Service). U.S. Department of Interior, Fish and Wildlife Service.

Outfitter. For purposes of this prospectus, the Service adopts the definition of “outfitter” from Wyoming Statute, Section 23-2-406. "Outfitter" means a person including a hunting club, who advertises or holds himself out to the public for hire for the purpose of financial gain in order to provide guide or packing services for the purpose of taking any big or trophy game animal, excluding any person who furnishes pack or riding animals and other equipment only to a hunter for his personal temporary use and any landowner providing outfitter services on private lands owned or leased by him. As used in this paragraph:

(A) "Hunting club" means any person requiring dues or remuneration for providing personal services in the field for the taking of any big or trophy game animal;

(B) "Landowner" means any person, firm or corporation holding title to, or occupying under a contract of purchase, agricultural land or any person whose family owns at least a majority of the stock in a Wyoming corporation and who provides services specified in this paragraph on lands owned by the corporation and used primarily for agricultural purposes.

Operations Plan. A narrative description of the proposed commercial hunting operation which contains all information required in Form A of this prospectus.

Party Size. The number of people (including guides, clients, pilots, and any other employees of the holder) who are authorized to be in a use area, by the terms of a special recreation permit.

Permit Holder or Permittee. An individual who is selected through this prospectus and who is issued a special recreation permit.

Outfitter Use Area. An area designated by the Service and offered to a commercial operator to provide guided big game hunting services for the public.

Client Use Day. One calendar day (24 hours), or portion thereof, for each person using the refuge. Used as a measure of human use. Also called a visitor day. Includes use of the refuge by guides, clients, and any other individuals associated with the permit holder for any part of one day (24-hour period from midnight to midnight).

SPECIAL REQUIREMENTS AND CONSIDERATIONS

Minimum Requirements (An applicant must submit copies of all documents with their application in order to be evaluated, unless otherwise indicated).

1. Applicant must possess a current State:
 - a. business license
 - b. registered outfitter license
 - c. certification for appropriate game management unit (GMU)
 - i. *Note:* These licenses and certificates must remain current throughout the permitting period. Suspension or revocation of the permittee's State-issued guide-outfitter license will result in the non-issuance or automatic revocation of the permit to operate in the Refuge. If a big game outfitter permit is revoked by the Refuge Manager for any reason, and this revocation is not overturned on appeal to the Regional Director, the permittee will be ineligible to apply for any Alaska Refuge big game guide unit offering for three years. This three-year period commences on the date the permittee was notified in writing of the Refuge Manager's revocation (i.e., the postmarked date of the revocation letter), or the date the Regional Director upheld the revocation (i.e., the postmarked date of the Regional Director's decision), whichever is later.
2. Applicants shall provide proof of liability insurance (minimum \$1,000,000 each occurrence, \$2,000,000 aggregate as well as \$25,000 aggregate for property damage), with the Fish and Wildlife Service named as coinsured prior to issuance of the refuge special use permit. Insurance does not have to be purchased prior to applying. The Service may, during the life of this permit, conduct a review of insurance requirements to assess adequacy of our current minimum requirements. Applicants should be aware that if a determination is made to increase minimum insurance requirements, permittees holding the current minimum coverage will be required to increase their insurance coverage to comply with the new requirements.
3. Applicant shall submit an affidavit signed by the applicant that affirms the applicant's financial ability to perform according to the operations plan.
4. Permit holder and assistant guides must possess a current first aid and CPR card prior to issuance of the permit and maintain currency through the authorized use period.

Use Records

The permit holder will be required to submit to the Refuge Manager an annual outfitter use report showing client use days for each species, numbers of each species harvested, applicable dates, and other data required by special conditions of the permit. This report must be provided by April 1st unless the permit requires otherwise. This report shall be certified by the permit holder as being complete and accurate.

Performance Evaluations

Permit holders will be checked periodically to determine compliance with the permit conditions and operations plan, including compliance with state and federal regulations. Evaluations will be based upon compliance inspections, discussions with clients, etc. The permit holder will be advised of deficiencies and any required remedial actions.

Fees

Fees are required for commercial use of refuge lands. The holder of the special recreation permits awarded under this prospectus will be required to pay an annual \$250 administrative fee (due before season begins) and a minimum annual payment of 3% gross revenue (due no later than April 1st).

Total Allowable Use

The Service anticipates the use allowed under the refuge permit will remain the same throughout the permit term, however it is not guaranteed. Use may be adjusted at any time by the Service, if necessary due to changes in State or Federal regulations, environmental or resource concerns, or other management needs which may warrant adjustment.

General Terms

1. The government reserves the right to not award portions or all of some use areas being offered; extend the date for receiving the proposals; and to reject any or all proposals.
2. Applications containing false or incomplete information may be rejected by the Service. If a permit has been issued based on false or incomplete information, it may be terminated at any time.
3. The Service will use the information submitted with the original applications to rank applicants and award permits. However, the Service also reserves the right to contact all applicants for any offering for additional information, or to evaluate other sources of information prior to award.
4. Soliciting business or conducting a commercial enterprise on a national wildlife refuge is prohibited except as authorized by a special use permit (50 CFR 27.97). Successful applicants will be issued special use permits authorizing and governing

use and occupancy of refuge lands under the National Refuge System Administration Act (16 U.S.C. 668dd-668ee) and the Refuge Recreation Act (16 U.S.C. 460k-3). Such uses are subject to fees established by the Service. Permits issued in response to this prospectus will only authorize commercial big game guiding activities allowed under a big game outfitter license and specified in the permit holder's approved plan of operations. Other commercial activities (e.g., incidental sport fish guiding or guiding for small game/waterfowl) will be prohibited without the prior written approval of the refuge manager.

5. Any oral statement by any representative of the Government, modifying or changing any conditions of this prospectus is an expression of opinion only and confers no right upon any applicant.
6. In the event that a contradiction exists between conditions in this prospectus and the conditions in the permit holder's special recreation permit, the conditions in the special recreation permit will govern.
7. The permit holder's operation plan, as amended and accepted by the Service, will be incorporated as a special condition of the permit. By accepting the permit, the holder must conduct his/her commercial guiding operations in adherence with the plan of operations, as well as other permit conditions. Any deviation from the permit conditions or approved operations plan requires prior written approval from the Refuge Manager.
8. All costs incurred by the applicants for items submitted for this prospectus shall be the sole responsibility of the applicant.

Freedom of Information Act

Applications (proposals) received by the Service are subject to the Freedom of Information Act at 5 U.S.C. § 552 (FOIA). The U.S. Department of Interior FOIA office is responsible for processing the public's request for information pursuant to FOIA. If an applicant believes they must include confidential commercial or financial information in their application/proposal and that information is exempt from disclosure under FOIA, we recommend that the applicant include an attachment with the following statement at the beginning of every section they wish to have withheld from disclosure:

"The information specifically identified on pages , , , etc., of this proposal constitutes confidential commercial and financial information which the applicant believes to be exempt from disclosure under the Freedom of Information Act. The applicant requests that this information not be disclosed to the public, except as may be required by law."

Information included in the proposals relating to personal privacy such as social security numbers, home telephone numbers, dates of birth, and some types of information within official law enforcement reports are protected from disclosure under the Privacy Act [5 U.S.C. § 552(a)] and FOIA and will be withheld.

Examples of other types of information generally exempted from release under FOIA include names of Service ranking panel members, client addresses and phone numbers official background reports documenting history of violations or convictions for applicant, applicant's employees, and/or current and proposed business partners associated with the outfitter operations.

Requests for information not pertaining to the applicant must be submitted to the FOIA office directly. FOIA information can be located at <https://www.foiaonline.gov> or the government- wide portal at <https://www.foia.gov>.

SELECTION OF SUCCESSFUL APPLICANTS

A panel comprised of Service employees will evaluate all properly completed applications or proposals for a refuge outfitter use area, using scoring factors and guidance developed by the Service for each of the criteria listed below. The average score assigned by panel members will determine the applicant's final score for each of the criteria. The sum of scores for all criteria will determine the applicant's total score. After scoring and ranking all applications for an outfitter use area, the ranking panel will recommend a list of the "best qualified applicants" to be considered for final selection for that area. The refuge manager will make the final selections and will base their final selection on the results of the ranking panel evaluations, the manager's own examination of the applications, interviews of the applicants, client references, and other records or sources of information (e.g., permit files) that can document the applicant's performance and qualifications.

Applicants must attain the minimum scores indicated below in all of the criteria to be eligible for consideration by the refuge manager. In the last criterion (history of compliance), any applicant whose point deductions for history of violations/convictions reach or exceed 90 points will be ineligible for a permit.

1. **(Form A)** Operation Plan

Maximum 18 points; minimum points required 12. Any zeros automatically make the applicant ineligible for a permit.

2. **(Form B)** Ability to provide a high-quality guiding service to the public.

Maximum 75 points; minimum points required 25.

3. **(Form C)** Demonstrated experience and knowledge

Maximum 110 points; minimum points required 20.

4. **(Form D)** Safety Plan

Maximum 60 points; minimum points required 25.

5. **(Form E)** History of violations

Points deducted for each offense.

Note: Any applicant who has a felony conviction, or is otherwise, prohibited from possessing, receiving or being near any firearm and ammunition in accordance with state and federal law, is ineligible for a permit. No applicant can employ a convicted felon to possess, receive, or be near any firearm and ammunition in accordance with state and

federal law. In addition, any applicant or employee who individually or cumulatively has 5 or more misdemeanor convictions within the last 10 years, is ineligible for a permit.

INSTRUCTIONS: HOW TO SUBMIT PROPOSALS

All proposals must be submitted in writing to:

National Elk Refuge
Attention: Permits Coordinator
675 East Broadway
PO Box 510
Jackson, WY 83001

Mailed and postmarked by: April 3, 2026

Note: Consider mailing certified or registered mail, return receipt requested, to track the delivery of the application. Proposals received after the above deadline will not be accepted and returned to the sender without evaluation.

An original and two copies of the complete application package must be submitted for each outfitter use area applied for. Proposals must:

1. Include address all aspects of the prospectus.
2. Be signed by the individual or individuals applying for the area. Each mail in package should be clearly marked National Elk Refuge Guiding Proposal and contain the name, address, and telephone number of the applicant.
3. Be complete. An incomplete proposal will not be returned to the applicant for more information.

You may apply as a partnership; however, each partner must be individually qualified to receive the permit, and partnership applications will be ranked using the lowest scoring partner. Each partner must sign the permit and be responsible for complying with permit conditions.

The following instructions are provided to guide the applicant in completing the enclosed forms in Section VIII. **The Service will not accept any form of proposal except as specified in the format under Section VIII.** Elements of the proposal may be incorporated as conditions of the special recreation permit.

An applicant who knowingly provides false information will be disqualified. Incomplete proposals may be disqualified and/or not considered.

Proposals must include

Cover Sheet.

By signing this form, the applicant attests that all information provided with the application is true and complete and authorizes the Service to verify any information provided.

Form A - Proposed Operations Plan.

Information on this form should describe the full services you will offer to the public. The information you provide in your proposed operations plan will be used in evaluating impacts to refuge resources, and other refuge users. It will also be considered in evaluating your ability to provide a quality hunt and guiding service to the public, and your knowledge of the area applied for. Instructions on the form indicate the information required.

Form B - Ability to Provide a High-Quality Hunt and Guiding Service to the Public.

Use this form to describe your ability to provide a high-quality hunt and big game guiding service.

Form C - Demonstrated Experience and Knowledge of the Terrain, Climate, and Species to be Hunted.

Use this form to describe your experience and knowledge of the outfitter use area being applied for, and for similar terrain, climate, and species to be hunted.

Form D - Safety plan, safety training and safety equipment.

Information on this form will be used to evaluate your ability to provide a safe, guided hunt.

Form E - History of Violations.

You must report any felony conviction, or misdemeanor convictions (including forfeiture of collateral and no contest pleas) for violations committed during the last ten years by you, or any of your business partners, or employees, and any pending charges pursuant to the instructions on the form. You must also report convictions and pending charges for any violations committed by individuals who were being guided or accompanied by you or persons associated with your guiding business at the time of the violation. If a pending charge results in a conviction, the conviction could be cause to revoke a permit, depending on the nature and severity of such conviction. You must also provide copies of official law

enforcement records or background reports of criminal history for you and your business partners, as explained on the form.

INFORMATION REQUIRED

Please read the following forms carefully. Be sure to provide in written form the information requested under each element in the format specified.

Additional pages should be used if extra space is needed (use copies of or the same format as the continuation sheet form provided in Appendix A). Information beyond the minimum requested will be evaluated. All information is subject to verification by the Service and additional supporting data may be required. **Be sure to retain a copy of the application for your records.** The Service is under no obligation to return applications.

GUIDING PROSPECTUS APPLICATION COVER SHEET

REFUGE:

OUTFITTER USE AREA:

CERTIFICATION:

I certify that the information furnished herewith is true and complete to the best of my knowledge and belief. I authorize the Fish and Wildlife Service to verify the information furnished herewith.

By:

(Signed)

(Print full name)

(Doing business as)

CONTACT INFORMATION:

Permanent Mailing Address:

Daytime Telephone Number:

E-mail Address:

FORM A: Proposed Operations Plan

Provide in narrative form a description of the services you propose to offer. Be sure to explain the services for each offering for which you are applying. This narrative should address, at a minimum, the type and extent of services, including the following:

1. Dates of operations:
2. Species to be hunted and type of hunts provided for each:
3. Maximum number of clients for each species, and each type of hunt:
4. Hunt retrieval process (access, method, etc):
5. Methods and facilities for management and disposal of garbage/trash:
6. Methods and facilities for management and disposal of human waste:
7. Access points and mode(s) of transportation proposed within the area:
 - a. Access points and routes of access to be used
 - b. Other modes of transportation (e.g., bikes, snowmobiles, pack animals, etc.) used to and from, and within field:
 - i. Number and type vehicles used.
 - ii. Number and type of riding stock and pack animals used.
 - iii. If using riding stock and pack animals, provide the methods and facilities for management of pack animal(s) including control of the animal(s) while in the field, management of animal feed, use of weed free hay, and disposal of the animal's waste.
 - iv. Maximum and average frequency of use and hours daily use, for each mode of transportation.
8. Methods for avoiding and responding to bear problems.
9. Methods or strategies (not already described) to reduce impacts on Refuge resources.
10. Proposed annual percentage payment of gross revenue (minimum 3%).

FORM B: Ability to Provide a High-Quality Guiding Service to the Public

1. Describe your business practices including - proposed client rates; payment options; hunter contract forms, promotional strategies or efforts; reservation, cancellation and refund policies; and acknowledgement of risk forms.
2. Describe provisions provided for any clients with different abilities.
3. Tell us how you educate your clients about the refuge and its resources.
4. Describe your knowledge, abilities, and experience in caring for meat, capes, and hides from big game.
5. List the number of years and estimated number of animals of each species that you and/or your employees have taken care of (e.g., field dressed, skinned, caped, boned, butchered, etc.).
6. Document any training that you or your employees have received in care of meat or trophies (e.g., taxidermy, meat cutting, etc.).
7. Describe your plan, methods, provisions, and facilities to salvage, care for, and provide opportunity for utilization of meat from harvested animals.
8. Describe your methods and strategies to reduce conflict with other Refuge users.

FORM C: Demonstrated Experience and Knowledge of the Terrain, Climate, and Species

This table is required to be filled out. You may provide a narrative if you wish, but it is not required.

- Guiding on the refuge Outfitter Use Area being offered.** In the following table, list your guiding and outfitting experience in the refuge outfitter use area applied for during each of the last 5 years. Please fill out the table as completely as possible. Fill out additional tables if necessary. (*Guiding refers to Big Game Guiding)

Year	# of Clients	# of Days in the Field	Total Client Use Days	Species Hunted	Animals Taken	Your Role	Did you personally lead this hunt?
<i>2020</i>	<i>4</i>	<i>2</i>	<i>8</i>	<i>Elk</i>	<i>1 cow</i>	<i>Outfitter</i>	<i>Yes</i>

FORM C (continued)

2. **Other activities on the refuge Outfitter Use Area being applied for.** In the following table, list other relevant personal or non-guide experiences you have had in the refuge outfitter use area applied for during each of the last 5 years. This may include personal hunting and fishing, resource management activities or any other experiences you feel would be relevant. Please fill out the table as completely as possible. Fill out additional tables as needed.

Year	# Days in the Field	Description of Activities
2021	7	<i>Took family fishing on Flat Creek for 3 days. Hunted Refuge for 3 days. Hiked Refuge trail, 1 day.</i>

FORM C (continued)

3. **Guiding elsewhere.** Describe your guiding/outfitting experience in other areas during each of the last 5 years. For each year, list the number of clients, noting the number of days you spent in the field, identify the species hunted, number of each species taken, specific locations and type of terrain and climate where you guided or outfitted. Indicate the specific periods, if any, for which you were not serving as a registered big game outfitter. You should also indicate if you were the contracting guide. If you guided for activities other than big game guiding, describe the type of activities you guided, and the specific services you provided. *More weight will be given in this category for guiding experience on National Wildlife Refuges.*

Year	# of Clients	# of Days in the Field	Total Client Use Days	Species Hunted	Animals Taken	State	Description of Terrain & Climate	Your Role	Did you personally lead this hunt?
2018	2	1	2	Pronghorn	1 pronghorn	WY	Scrubby desert	Guide	Yes

FORM C (continued)

4. **Other relevant activities not on the Outfitter Use Area you are applying for.** In the following table, list other relevant experiences you have had during each of the last 5 years. This may include personal hunting and fishing, conducting air taxi or transporting services, resource management activities or any other experiences you feel would be relevant. Please fill out the table as completely as possible. Include additional tables as needed. Include explanations and other information after the table.

Year	# of Days in the Field	Description of Activities and General Location	State	Description of Terrain & Climate
2023	3	<i>Camped outside of Moab</i>	<i>UT</i>	<i>Dry & harsh desert, river bed</i>

FORM C (continued)

5. **Relevant education/training.** Describe any education and/or training you believe is relevant to the terrain, climate, and species to be hunted (do not include safety-related training here).

FORM D- Safety Plan, Safety Training, and Safety Equipment

An 'excellent' safety plan contains a well thought out response addressing the 'what ifs' that can occur in the field and assesses the environmental and weather-related risks in the outfitter use area you are applying for. The Safety Plan is a critical element of the permit application.

At a minimum, a safety plan addresses the following:

- Provide an emergency preparedness plan. Examine and assess the types of activities and potential risks involved in the specific outfitter use area applied for and state the safety equipment and resources necessary to mitigate those risks.
- Provide a list of emergency first-aid supplies and equipment.
- Provide a communication plan. List your communication equipment and explain your communication protocol (example: who is monitoring the communication system, the number of check-ins, and the procedures in place should a check-in be missed). What is your Primary, Alternate and Contingent, and Emergency communication plan (PACE Plan)?
- Provide a list all safety related training that you, your partners and your employees have taken (example: wilderness first aide, advanced first aid, ETT, EMT, winter survival, hunter related safety courses, etc.) and also include all other related education courses you and your employees have completed. Give approximate dates of training and/or participation and indicate if certification is current (if applicable).

Note: the successful applicant and assistant guides are required to submit current first aid and CPR certification prior to permit issuance.

FORM E: History of Violations, Accidents, and Incidents

Since April 8, 2014, **have you or any of your former, current, or proposed business partners that were, are, or will be associated with your guiding business:**

- Been convicted, forfeited collateral, or pled nolo contendere to any guiding, outfitting or transporting offense;
- Issued a Warning for guiding, outfitting or transporting offense and the outcome of the Warning;
- Had a guiding license or privilege suspended or revoked;
- Been administratively penalized for violation of any federal regulations or special use permit condition while operating or being associated with a business holding a special use permit from the U.S. Fish and Wildlife Service or any other Federal agency;
- Been convicted of violating any state or local laws related to hunting or fishing (including commercial fishing)?
- Have pending warnings, violations, or criminal misdemeanor or felony charges?

If the answer to any of these questions is yes, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (you may provide an explanation).

Since April 8, 2014, have any of your **employees** while in your employment or **employees of contractors while performing a service for you** under a permit from the U.S. Fish and Wildlife Service or any other federal agency:

- Been convicted, forfeited collateral, pled nolo contendere;
- Issued Warning for guiding, outfitting or transporting offense and state the outcome of the Warning.
- Had a guiding license or privilege suspended or revoked;
- Been administratively penalized for violation of any federal regulations, or special use permit conditions while operating under a special use permit with the U.S. Fish and Wildlife Service or any Federal agency;
- Been convicted of for violating any state or local laws related to hunting, fishing (including commercial fishing), outfitting, transporting, or guiding?

If the answer to any of these questions is yes, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (you may provide an explanation, including how you handled the situation).

FORM E (continued)

Since April 8, 2014, has any **client** been convicted, forfeited collateral, pled nolo contendere, or is now under pending charges for any violation that occurred while being guided or accompanied by you or individuals associated with your guiding business?

If yes, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (and provide explanation, if you desire).

Attach copies of official background reports documenting history of violations or convictions for yourself, and all current and proposed business partners associated with your outfitter operations.

You must provide a copy of these background reports for yourself and all partners identified in your application to be considered for a refuge permit and you are responsible for any required report cost.

List accidents, incidents, and safety related violations that were required to be reported to any federal, state, or local government [e.g. The Federal Aviation Administration (FAA), the U.S. Coast Guard (USCG), The National Transportation Safety Board (NTSB)] for all safety violations, accidents and/or incidents involving you or your guiding, outfitting or transporting operation that have occurred since April 8, 2014. If other services are available to clients whose actions may reflect on your business (e.g. contracted air transporters, acquaintances providing services to your clients even without being contracted), provide a summary and explanation of reported safety violations, accidents or investigations related to these activities.

If any investigations were conducted by any federal, state, or local government for any safety violations, accidents and/or incidents involving you or your guiding, outfitting, or transporting operation that have occurred since April 8, 2014, and a report was made of the investigation, you must submit a copy of the report. Please request this information early to ensure your proposal will be complete. If records cannot be obtained from the agency involved, describe the accident, incident or violation in detail and provide the name and telephone number of the person you contacted who informed you that the record could not be provided. Agencies typically do not provide reports unless there are records of such accidents, incidents, violations or enforcement actions.

FORM E (continued)

Note: Any applicant (or applicant who employs individuals) who has a felony conviction, are otherwise prohibited from possessing a firearm, or who have **5** or more misdemeanor convictions related to hunting, fishing, guiding, or transporting within the last 10 years (applicant and employee convictions will be added together to determine number of misdemeanor convictions) is ineligible for a permit.

Scoring Rubric

For reference only, do not submit this form.

Operations Plan

Ranking Criteria	Scoring Criteria (Points)			
	Circle the criteria most applicable			
	0	1	2	3
Addresses questions 1-3 thoroughly. It is clear when, how often, how many, and what species are being proposed. Client numbers presented are realistic. (Q1, Q2, Q3)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Fully explains hunt retrieval process. Demonstrates knowledge of Refuge locations, laws, rules, and regulations. (Q4)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Proposes disposal methods for human waste and garbage/trash that prioritizes Refuge resources. (Q5 & Q6)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Clearly defines proposed access points and modes of transportation that demonstrate knowledge of Refuge locations, laws, rules, and regulations. (Q7)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Fully addresses potential human/wildlife conflicts by proposing clear methods for avoiding and responding to bear problems. (Q8)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Demonstrates respect and care for the Refuge by proposing additional methods or strategies to reduce impacts on Refuge resources. (Q8)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Proposes annual percentage payment (Q9) at or above the minimum.	--	3%	> 3%	--

Scoring Rubric

For reference only, do not submit this form.

Ability to Provide a High-Quality Guiding Service to the Public

Ranking Criteria	Scoring Criteria (Points)			
	Circle the criteria most applicable			
	0	1	2	3
Fully describes business practices. Provides examples of forms used. (Q1)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Demonstrates experience working with clients of all abilities. (Q2)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Demonstrates thorough knowledge of the Refuge and its resources. (Q3)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Clearly describes experience in caring for harvested animals, including species, number of years, and training. (Q4 & Q5)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Clearly describes experience in caring for meat, including training and plans for utilization of meat by clients. (Q6 & Q7)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Fully describes methods and strategies to reduce conflict with other Refuge users that demonstrates respect for all Refuge uses. (Q8)	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria

Scoring Rubric

For reference only, do not submit this form.

Demonstrated Experience

Ranking Criteria	Scoring Criteria-based on years of experience. Circle the criteria most applicable (0-3)			
	0	1	2	3
Guiding and outfitting experience on the National Elk Refuge	None	< 3 years	3 - 5 years	> 5 years
Other relevant personal or non-guide experiences on the National Elk Refuge	None	< 3 years	3 - 5 years	> 5 years
Guiding and outfitting experience on National Wildlife Refuge lands	None	< 3 years	3 - 5 years	> 5 years
Guiding and outfitting experiences elsewhere	None	< 3 years	3 - 5 years	> 5 years
Other relevant personal or non-guide experiences on National Wildlife Refuge lands	None	< 3 years	3 - 5 years	> 5 years
Other relevant personal or non-guide experiences elsewhere	None	< 3 years	3 - 5 years	> 5 years
Relevant education and training	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria

Scoring Rubric

For reference only, do not submit this form.

Safety Plan

Ranking Criteria	Scoring Criteria-based on years of experience. Circle the criteria most applicable (0-3)			
	0	1	2	3
Provides a comprehensive safety plan that fully addresses ‘what ifs’ and assesses the environmental and weather-related risks in on the Refuge.	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Provides an emergency preparedness plan.	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Provides a list of emergency first-aid supplies and equipment.	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Provides a communication plan.	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria
Provides a list of all safety related training.	Did not address criteria	Description is incomplete	Addresses basic criteria	Provides an in-depth explanation for criteria

Scoring Rubric

For reference only, do not submit this form.

History of Violations, Accidents, & Incidents

Any permit applicant, to include any employees who would operate under the applicants permit, who has a felony conviction or is otherwise prohibited from possessing a firearm, or who have **5** or more convictions related to hunting, fishing, guiding, or any other federal or state wildlife related laws, within the last 10 years is ineligible for a permit. (All hunting, fishing, guiding, or other federal or state related wildlife law convictions of the permit applicant or their employees will be summed, and the aggregate considered as the total number of convictions for eligibility purposes.)