

**REQUEST FOR PROPOSAL
NAVAJO POLICE DEPARTMENT ORGANIZATION ASSESSMENT AND STRATEGIC
PLAN**

BID NUMBER. 18-09-1928-VJ

I. PURPOSE OF REQUEST.

The Navajo Police Department (NPD) of the Navajo Nation desires to increase administrative accountability and identify methods of increasing effectiveness of the organization. A critical component is to capture the current state of our department which will be the precursor to identifying our strategic direction.

II. TIME SCHEDULE.

It is the NPD's intent to follow the following process and timetable, resulting in the selection of a vendor. At the NPD's discretion, it may change the estimated dates and the process set forth below as it deems necessary including but not limited to interviews.

NPD issues RFP.	October 5, 2018
Group phone conference for questions at 10:00 am Mountain.	October 22, 2018
Deadline for Submittal of Proposals by 5:00 pm.	November 2, 2018
Evaluation of submitted proposals	November 9, 2018
Notice of conditional selection and initiate award process	November 12, 2018
Award of Contract by the Navajo Nation (tentative date)	March 11, 2019

III. INSTRUCTION FOR PROPOSERS.

A. All proposals* must be addressed to:

Delivery: Victor Joe, Buyer
Purchasing Service Department
Admin Building One
Window Rock Boulevard
Window Rock, Arizona 86515

Mailing: Victor Joe, Buyer
Purchasing Service Department
Post Office Box 9000
Window Rock, Arizona 86515

*Note this delivery and address surname is limited only to the proposal delivery and mailing.

- B. Any questions or inquiries regarding the scope of work should be brought to the attention of

Leonard Redhorse III, Police Lieutenant
Office of the Chief of Police
Navajo Police Department
928-871-6363
lredhorse@navajo-nsn.gov

- C. All proposals must be in a sealed envelope and clearly marked "**NPD ORGANIZATION ASSESSMENT. 18-09-1928-VJ**". The name and address of the proposing vendor must be shown on the face of the envelope.
- D. All proposals must be received by 5:00pm on Friday, November 2, 2018. Proposals will not be accepted after this deadline. Two (2) copies of the proposal must be enclosed in the sealed envelope. No facsimile, electronic or telephone proposals will be accepted.
- E. Contact Lieutenant Redhorse to register for the pre-proposal phone conference before 10:00 AM Mountain October 22, 2018. The purpose of the conference is to discuss the work to be performed with prospective proposers and to allow them to ask questions concerning the RFP.
- F. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
- G. The NPD will notify proposers of the outcome of their proposals on or near the date indicated in the above time schedule.
- H. Proposal Submittal must include:
1. Description of the proposers' experience and capabilities in delivering the requested services to government and law enforcement agencies.
 2. Proposer must include in their RFP a list of three (3) organizations, including points of contact, that can be used as references. Selected organizations may be contacted to determine the quality of work and services provided.
 3. Provide insight describing the education and work experience for the key staff who would be assigned to provide the requested services to the NPD. Please include specialization of the key staff; any honors and professional affiliations; years of practice in the specialization; public sector experience; knowledge of and experience with criminal justice organizations and law; experience and specific results of prior assessments; knowledge and practice

- of police operations; experience in the area of personnel, policies, procedures, operating analysis, patrol and other related law enforcement functions; experience with medium sized law enforcement organizations and operations.
4. Identify from what location the proposer will provide service to the NPD.
 5. Describe how the proposer would ensure a solid understanding of the NPD's operations and culture and how that would be reflected in your recommendations and how that would be evaluated in the context of professional best practices. Include your understanding of the services and approach necessary to perform the scope of work as outlined.
 6. Describe systems and mechanisms that would be established to ensure timeliness of response to the NPD staff and good communication during and following the project.
 7. Describe systems and mechanisms that would be established for status reporting during the project.
 8. Describe the materials and support needed from the NPD.
 9. Define the process and timeline you anticipate for the project. The project must be completed no later than December 31, 2019.
 10. Describe your preference for method of payment and your procedure for billing and other account requirements.
 11. COSTS: Provide a proposed fee for the project based on the scope of work as outlined in the proposal. The fee should include the following:
 - a. Base fee for the services outlined above
 - b. Define any additional or variable charges proposed that would be in addition to the base fee.
 - c. Define the type of unit rates for reimbursement of expenses. For example, rate for mileage, reproduction of documents, etc.
 - d. The costs will be submitted in a separate attached sealed envelope.
 12. License requirement. Please refer to Section VIII.
 13. A completed W-9 Form (Exhibit B)
 14. A Navajo Nation Certification Regarding Debarment and Suspension (Exhibit C)

IV. SELECTION CRITERIA.

The NPD will use the following criteria in its evaluation and comparison of proposals submitted. The order in which they appear is not intended to indicate their relative importance.

- A. Compliance with RFP requirements.
- B. Understanding of the project.
- C. Experience in conducting similar scope, complexity and magnitude for other police agencies, with a preference for experience with similarly sized police agencies.
- D. Capacity and ability to complete the project in a timely manner
- E. Educational background, work experience and any directly related police experience.
- F. Price.
- G. References.

The NPD shall not be obligated to accept the lowest priced proposal, but shall make an award to the most responsible and responsive proposer whose proposal is most advantageous to and best serves the needs of the NPD and the Navajo Nation taking into consideration price and the evaluation factors set forth.

V. SCOPE OF SERVICES.

The scope of service to be covered are attached herein as Exhibit A.

VI. TERMS AND CONDITIONS.

- A. The NPD reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The NPD reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The information submitted will be analyzed and may be shared internally, appear in reports, as appropriate and at the NPD's discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The NPD reserves the right to use any non-proprietary

information. No basis for claims against the NPD shall arise as a result of a response to this RFP or from the NPD's use of such information.

- D. The NPD reserves the right to award all or a portion of the required services to more than one qualified proposer at the NPD's sole discretion.
- E. The contract resulting from acceptance of a proposal by the NPD shall be in a form supplied or approved by the NPD and shall reflect the specifications in this RFP. A sample contract is attached as Exhibit D for informational purposes. If a Proposer has any exceptions to the terms of the sample contract, these must be submitted for consideration with the proposal. Otherwise, the Proposer will be deemed to have accepted the form of the Agreement. The NPD will not consider changes to its indemnification and insurance.
- F. After preliminary selection and prior to contract award, the NPD will meet with the Proposer to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.
- G. The NPD shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to this RFP.
- H. Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded the Navajo Nation including, but not limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges.
- I. The Navajo Nation is a sovereign government and all contracts entered into as a result of the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules and regulations.

VII. **COMPENSATION**

- A. Present detailed information the firm's proposed fee schedule for the specifications proposed and for any variation for the non-routine services, inclusive of Navajo Nation sales tax (6%) and any other applicable governmental charges. Provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the NPD for the services will only be made after the services have been performed and accepted by authorized NPD representatives. The NPD requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the NPD to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the NPD as described in Exhibit A.

VIII. **LICENSE REQUIREMENT**

- A. Proposer must be licensed in the Navajo Nation if performing the services on the Nation or they must be license in the state where the

service will be provided.

- B. The Navajo Nation may require the proposer with which a contract is established, prior to the commencement of work, to provide evidence of appropriate professional liability insurance and worker's compensation coverage. Describe how you would provide and in what coverage amounts.

EXHIBIT A
SCOPE OF SERVICE

**NAVAJO POLICE DEPARTMENT ORGANIZATIONAL
ASSESSMENT AND STRATEGIC PLAN**

**1. REVIEW AND EVALUATION OF THE CURRENT ORGANIZATION CONDITION OF THE NAVAJO
POLICE DEPARTMENT**

The contractor shall complete a comprehensive review of NPD's current organizational and service deliver configuration. The purpose of this evaluation is to assess the department's operations in comparison to industry standards and best practices, as well as to create a benchmark against which options for future service delivery can be measured.

- a. Development of stakeholder input
- b. Review of existing conditions
 - i. Service area characteristics
 - ii. Community perception and knowledge of police department services and performance
 - iii. Community dynamics impacting law enforcement
 - iv. Community perception regarding the value of police services for their investment
 - v. Public outreach, education and media relations
 - vi. Emerging crime trends and resulting calls for service
- c. Department administrative systems and management capacity
 - i. Current organizational configuration and service delivery system
 - ii. Management capacity, configuration and lines of authority
 - iii. Budget assessment for program areas
 - iv. Human resource management practices and systems including succession planning and labor/management relations
 - v. Cultural and generational trends impacting leave use and shift schedules and internal communications
 - vi. Department and employee performance measurement systems and accountability
 - vii. Data collection systems and analytical capacity
 - viii. Use of technology systems
 - ix. Records management and public disclosure response
 - x. Impact of new laws and regulations on current operations
- d. Law enforcement resource levels, deployment and performance
 - i. Service demand analysis
 - ii. Staffing levels and shift schedule analysis
 - iii. Analysis of overtime use, scheduling and discussion of potential staffing alternatives
 - iv. Response reliability and performance; Agency effectiveness
 - v. Public complaints
 - vi. Dispatch functions and staffing related to service demand analysis
 - vii. Analysis of specialty service delivery systems and use of regional partnerships
- e. Facilities and equipment

EXHIBIT A

SCOPE OF SERVICE

- i. Police facilities
- ii. Vehicle fleet
- iii. Police equipment per the 93-638 Contract

2. FUTURE SERVICE DEMAND

The contractor shall conduct an evaluation of community population trends, the impact that future density will have on demands for future services and an assessment of community risk as it relates to current and future service delivery.

- a. Analysis of demographic and societal changes impacting police services
- b. Future service demand as it relates to increasing density and congestion
- c. Crime trends and resulting need for changes in policing strategies
- d. Analysis of future risk
- e. Impact of future changes in external laws and regulations imposed by other levels of government
- f. Availability of analytical data to evaluate trend data

3. FUTURE SERVICE DELIVERY METHODS

The contractor shall develop an inventory and analysis of opportunities under which the NPD can improve efficiency and effectiveness. The analysis shall include:

- a. The potential for changes in current practices and policies
- b. Analysis of current partnerships and opportunities to expand or otherwise modify current agreements
- c. New partnership options that are available and evaluation and development of feasible alternatives
- d. Analysis of financial issues and challenges including potential costs and short savings and long-term cost avoidance
- e. Opportunities for new uses of technology to maximize department resources

4. STRATEGIC PLANNING

The contractor shall work in cooperation with the NPD to develop a report detailing organizational capabilities and challenges, goals and objectives for maintaining and improving services and development of performance measures to quantify progress.

5. FINAL REPORT

A final written report will be presented. The final report will be preceded by an initial observation and findings draft report which will be refined for the final report.

EXHIBIT B

FORM W-9 (Rev. 11-2017)

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Exhibit C

NAVAJO NATION CERTIFICATION Regarding Debarment and Suspension

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date

EXHIBIT D

FORM A (Standard Contract)

**SERVICES CONTRACT
BETWEEN
THE NAVAJO NATION
AND**

[]
[]
[]

CONTRACT NO: _____

FOR THE PERIOD: BEGINNING _____, _____
ENDING _____, _____

PAYMENTS TO BE MADE FROM: Account: _____ - 6100 Fees \$ _____
Account: _____ - 6150 Expenses \$ _____

TOTAL PAYMENTS ON THIS CONTRACT NOT TO EXCEED: \$ _____

UNDER THE TERMS AND CONDITIONS OUTLINED IN:
ATTACHMENT A – Mutual Promises and Agreements
ATTACHMENT B – Scope of Work

INCLUSIONS:
EXHIBIT A – Budget
EXHIBIT B – Consultant Credential
EXHIBIT C- Proof of Insurance

Employer’s Identification No.: _____
or
Consultant’s Social Security No.: _____

SIGNATURES OF CONTRACT

For the Contractor/Consultant:

For the Navajo Nation:

Date

Russell Begaye, President Date
The Navajo Nation
Post Office Box 9000
Window Rock, Arizona 86515

SERVICES CONTRACT

ATTACHMENT A – Mutual Promises and Agreements

This Contract is made and entered into by and between the Navajo Nation, hereinafter called “**NATION**”, and _____ hereinafter called ‘**CONSULTANT**’. The parties agree as follows:

1. The **NATION** agrees to utilize the services of the **CONSULTANT** for a period of ____ (____) hours; or ____ (____) days; for the period, beginning _____, 20____, and ending on _____, 20____.
2. The **CONSULTANT** agrees to perform the services described in **ATTACHMENT B-Scope of Work**. Any changes to the scope of work must be agreed to be the parties through a formal modification of the Contract under Section 12.
3. The **NATION** agrees to compensate the **CONSULTANT** for work or services under this Contract by paying to the **CONSULTANT** a sum not to exceed \$ _____ as per EXHIBIT A – Budget.
4. The **CONSULTANT** shall work with the _____, under the direction/supervision of its Authorized Representative, _____, in the performance of work or services under this Contract. No payment shall be made unless said Authorized Representative approves the work performed or services provided under this Contract; and has approved the invoice(s) submitted by the **CONSULTANT**. Only the Authorized Representative or someone formally delegated by the Authorized Representative may assign tasks under the scope of work. All expenditure(s) invoiced must be supported by receipts.
5. Contract Number C _____ shall cover this Contract and reference to this number shall be made on all invoices submitted by the **CONSULTANT** to the **NATION** for payment.
6. The liability of the Navajo Nation under this Contract is contingent upon the availability of funds. Pursuant to 2 N.N.C. §223(B), all contracts shall have sufficient funds available to perform the services under this Contract.
7. The **CONSULTANT** is authorized to travel under this Contract. The **CONSULTANT** will provide services on the Navajo Nation, located in _____, and if necessary at _____.
8. The **CONSULTANT** shall act as an independent contractor and will not receive any benefits to which the **NATION**’s permanent employees are entitled.
9. The product(s) and title of the **CONSULTANT**’s work and services under this Contract shall be and will remain the property of the **NATION**. The **NATION** may use the work product for any purpose without prior approval or additional payment.

10. Copies of all correspondence, reports and invoices under this Contract shall be furnished to the:

[INSERT PROGRAM CONTACT TO RECEIVE DOCUMENTS]

NOTE: The final invoice will be due thirty (30) days after the Contract ends, and a **“Release of Claims”** form must be submitted.

11. The **CONSULTANT** agrees to hold harmless and indemnify the **NATION** against any and all losses, costs, damages, claims, expenses, or other liability whatsoever, arising out of or in connection with the **CONSULTANT**'s work or services under this Contract including, but not limited to, any accident or injury to person or property. The Navajo Nation acknowledges that it will be responsible for claims of damages arising from personal injury or damages to persons or property to the extent they result from the negligence of Tribal officials or employees as provided for and in accordance with 1 N.N.C. §§ 551 *et seq.*
12. Any modifications to this Contract shall be made only by written amendment, signed and executed by all parties to this Contract. If a cost-based selection method, such as the submission and evaluation of bids, was used to procure this Contract, any amendment to increase this Contract that exceeds 20% of the original accepted bid shall be handled pursuant to 2 N.N.C. § 223(F).
13. All disputes over the performance of services provided in the execution of this Contract will be resolved first through negotiation between the parties under the laws of the **NATION**. If negotiation does not resolve the dispute, the **NATION** may pursue legal action. Nothing herein shall be construed as a waiver of the **NATION**'s sovereign immunity.
14. The **NATION** may terminate this Contract at any time if the **CONSULTANT**'s work or services provided are not satisfactory, if the **CONSULTANT** fails to submit required reports and other documents as requested by the **NATION** within defined time schedules, or if the **CONSULTANT** fails to submit verification of invoices to the **NATION** for payment.
15. The **CONSULTANT** shall comply with the application of the **NATION**'s Navajo Business and Procurement Act, 12 N.N.C. §§ 1501, *et seq.*, the Navajo Preference in Employment Act, 15 N.N.C. §§ 601 *et seq.*, and the Navajo Nation Business Opportunity Act, 5 N.N.C. §§ 201 *et seq.*; unless there are some provisions from the funding source that prohibits the adherence to the law.
16. Costs incurred before the finalization of this Contract which are deemed reasonable, allowable, and allocable to performance of the Contract as agreed to by the parties may be paid.
17. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the 5% Navajo Sales Tax. 24 N.N.C. §§ 601 *et seq.* The **CONSULTANT** shall segregate, on each invoice, work performed within and outside the territorial jurisdiction of the Navajo

Nation. The Navajo Nation shall withhold from each payment to the **CONSULTANT** 5% of the total invoice amount associated with work performed within the Navajo Nation. This amount reflects the Navajo Sales Tax due on such invoice amount. This 5% shall be transferred to the Office of the Navajo Tax Commission as a payment of the tax on behalf of the **CONSULTANT**. The **CONSULTANT** will then indicate on the quarterly tax return required under the Navajo Sales Tax that this amount has been previously withheld and paid to the Office of the Navajo Tax Commission. It is hereby acknowledged that the Navajo Nation withholding amounts pursuant to this section in no way removes responsibility from the **CONSULTANT** as a taxpayer for timely filing of tax returns and timely payment of any other amounts, which may be owed for taxes.

18. If the **CONSULTANT** in its present form or any other identifiable capacity as an individual, business corporation, partnership or other entity, has an outstanding money judgment against it in favor of the Navajo Nation or a delinquent accounts receivable debt which is due and owing to the Navajo Nation, **CONSULTANT** is ineligible to enter into this Contract pursuant to 12 N.N.C. § 1505, and this Contract shall be null and void; provided, pursuant to a settlement agreement executed by **CONSULTANT** and the Attorney General authorizing the **NATION** to offset its money claim against any amount the **NATION** owes to or has an account payable to the individual, business, corporation, partnership or other entity, said money claim against **CONSULTANT** shall not be considered outstanding, prior malfeasance by **CONSULTANT** shall be considered cured, and this Contract shall be deemed valid.
19. As a condition precedent to this agreement, the **CONSULTANT** shall maintain adequate insurance coverage as recommended and verified by the Navajo Nation Risk Management Program (RMP) for the entire term of the Contract. The insurance coverage shall name the Navajo Nation as an additional insured and the **CONSULTANT** shall notify the contracting program and the RMP, within two days of any change in the insurance policy. Proof of such insurance is attached as Exhibit C, which is made part of the Contract. The failure to fully comply with this provision shall render this Contract null and void.

SERVICES CONTRACT

ATTACHMENT B – Scope of Work (include timeframe)

FIRM NAME _____
ADDRESS _____
TELEPHONE NO. _____

SERVICES CONTRACT

EXHIBIT A – Budget

FIRM NAME _____
ADDRESS _____
TELEPHONE NO. _____

CONTRACT BUDGET

<u>Account Number</u>	<u>Account Name</u>	<u>Item Totals</u>
_____ - 6100	Consultant Fees	\$ _____
_____ - 6150	Consultant Expenses	\$ _____
TOTAL CONSULTANT SERVICE BUDGET:		\$ _____

BUDGET JUSTIFICATION FORMULAS:

6100 Cost Estimate – Consultant rate per day (or hour) x the number of work day or hours).

6150 Cost Estimate – (Required travel miles x .365 per mile) + (Meals allowance per day x number or required travel days) + (Lodging allowance per day x number of required travel days) + (Estimated commercial fares x number of required air travel trips).

SERVICES CONTRACT

EXHIBIT B - Consultant Credentials

FIRM NAME _____
ADDRESS _____
TELEPHONE NO. _____