

**The Navajo Nation  
Office of the Auditor General  
Request for Proposals**

**BID NO. 20-08-2342LE**

**Internal Audit of the  
Navajo Nation Fleet Management Department**

**Due: September 04, 2020**

**1.1 Scope of work**

The Office of the Auditor General is requesting proposals for public accounting/auditing firms to perform the Internal Audit of the Navajo Nation Fleet Management Department to determine whether the Department's internal controls are functioning as intended to ensure proper accountability of Navajo Nation fleet assets. The areas of focus include: 1) Fleet Acquisitions/replacement; 2) Fleet Disposal/resale; and 3) Fleet Inventory.

**1.2 Qualifications**

To be considered, a vendor must be a professional accounting/audit firm with expertise in accounting/auditing to conduct the Internal Audit of the Navajo Nation Fleet Management Department. The offeror must have prior experience with audits of fleet management involving vehicle acquisition/replacement, sales/disposal and inventory for local, state or tribal government.

Navajo Nation Business Opportunity Act and Navajo Preference in Employment Act apply on this request.

**1.3 Submission Deadline**

Interested person(s) must submit (1) original and five (5) copies of their response to the following address no later than 5:00 PM September 04, 2020: **Please reference the project name on the mailing label to:**

Mail: Navajo Nation Office of the Auditor General  
Attn: Helen Brown, Delegated Auditor General  
P.O. Box 708  
Window Rock, AZ 86515

Physical: Navajo Nation Office of the Auditor General  
Helen Brown, Delegated Auditor General  
#7498 SW Morgan Blvd.  
Window Rock, AZ 86515

**1.4 Selection Process**

The Office of the Auditor General will review all responses in accordance with Navajo Nation law.

**1.5 Disclaimer**

This request is not an offer to enter into a contract or employment, but is merely a request for information. Expenses incurred in responding to this request are the responsibility of the responding person(s). All materials submitted become the property of the Navajo Nation. The Office of the Auditor General reserves the right to modify, reject, or use without limitation any or all of the ideas from the submitted information.

Interested bidders may obtain specifications by contacting Rosita Yazzie, Administrative Assistant, at (928) 871-6303 or by email at [rositayazzie@navajo-nsn.gov](mailto:rositayazzie@navajo-nsn.gov).