

Navajo Nation Department of Agriculture

Request For Qualifications

BID NO. 23-04-3004LE

Navajo Fair Office

Fiscal Agent

The Navajo Nation Fair Office hosts large-scale fair events through-out the year with the most notable Navajo Nation Fair and 4th of July Ag Celebration. Each of these celebrations consist of 100,000 attendees with multiple entertainment event and venues.

The Navajo Nation Fair Office is seeking a Financial Fiscal Agent to operate and implement event management and financial services required for the annual celebrations. The selected fiscal agent will provide management services for essential partnership and management of available, and generated, resources for both fair events.

A qualified fiscal agent must have several years of experience in this business area and the qualifications and credibility to provide these services with dependable experience to subcontract small businesses and individuals for amenity servicing and provide additional assistance to facilities.

The fiscal agent must be a certified Navajo-owned, Priority One Certified Business within the Corporate Laws of the Navajo Nation.

This Request for Proposal (RFP) states the instructions for submitting bids, the procedure, and criteria by which a vendor may be selected and the contractual terms by which the Fairgrounds intends to govern the relationship between it and the selected vendor.

- a. Definition of Parties: Navajo Nation Fair Office will hereinafter be referred to as the “Fair Office”. Respondents to the RFP shall be referred to as “Bidders”. The Bidder to whom the contract is awarded shall be referred to as the “Contractor”.
- b. Communication with the Fairgrounds: It is the responsibility of the Bidder to inquire about any requirement of the RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP.
The Fairgrounds will not be bound by oral responses to inquiries or written responses other than addenda.
- c. Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- d. Sub-contracting: A person or entity that has been awarded by the general contractor the performance of part of the work or services of an existing contract entered between the general contractor and the (original) contracting party.

- e. Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the Fairgrounds will be notified of any change in this status.
- f. Errors: Bids may be withdrawn or amended by Bidders at any time prior to the bid opening. After the bid opening, bids may not be amended. If a significant mistake has been made by an apparent low Bidder, the Bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.
Taxes: All performance under this Contract within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales Tax (24 N.N.C. 601 et seq.).
- g. Award Protest: Bidders may appeal the award decision by submitting written protest to Navajo Nation Department of Agriculture Department Manager III within five (5) business days of the award notice, with a copy to the successful bidder. The protest must contain a statement of the basis for the challenge.
- h. Evaluation: Award will be made to the low Bidder(s) provided that all other requirements are satisfactorily met. However, consideration will be given to the Bidder's qualifications, references and capabilities to provide the specified service. During the evaluation process, NNFG reserves the right where it may serve the Fairground's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions.
- i. Award: The Fairgrounds reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Fairgrounds reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the Fairgrounds. The Fairgrounds reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the Fairgrounds will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When the bids are either both in-state or both out-of-state, the award will be made to the bid that arrives first.

2. SUBMISSION REQUIREMENTS:

- a. Site Visit: A mandatory site visit must be scheduled to determine the proper AP location for the desired coverage area. Schedule walk-throughs with Navajo Department of Agriculture.
- b. Insurance: The Contractor is required to provide NNFG a certificate of insurance evidencing coverage of broad comprehensive liability insurance. Contractor must also

provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the response.

- c. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by NNFG to be of equal value in all material respects to the item specified. Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified. Bidders are required to provide details and specifications sheets for any Product submitted as "equal" or "alternative".
- d. Obligations: Vendor is to assure that all contractors meet Tribal, state, and federal guideline and codes, as applicable. As well as the following Bid Notices listed in Appendix A.

3. PURPOSE/SCOPE/PROJECT DESCRIPTION

Campus Description/General Requirements

Navajo Nation Fairgrounds is seeking bids from qualified fiscal agent service providers interested in partnering with Navajo Department of Agriculture and Navajo Fair Office to facilitate and manage funds generated for and during annual fairs.

The Fairgrounds operates at its Window Rock Fairgrounds, campus location. The campus secures a 90-acre site adjacent to the Window Rock Airport with an occupancy of 50 to 80 thousand attendees per celebration.

This request is to handle direct funds generated from admissions and fees for direct management of event operation and financial reportage.

The contractor/consultant's sealed proposal must submit a resume, certifications, and a list of projects completed.

All parties shall respond to the Time Schedule identified in the RFP Time Schedule:

- 1. Advertisement Period April 18 2023 – May 3 2023**
- 2. RFP Submittal Deadline May 4 2023**
- 3. Evaluation and Selection of RFP May 5 2023**
- 4. Notice of Award to Vendor May 8 2023**

ALL PARTIES RESPONDING TO THIS BID NO. 23-04-3004LE ARE INSTRUCTED TO SUBMIT A SEALED BID PACKAGE TO THE FOLLOWING ADDRESS:

Visibly mark “Priority 1” or “Priority 2” on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. 11

ATTN: ED HARVEY – Annual Fair Fiscal Agent

Deliver To: NAVAJO NATION DEPARTMENT OF AGRICULTURE
121 D FAIRGROUNDS HWY 264
WINDOW ROCK, ARIZONA 86515

-OR- Mail To: NAVAJO NATION DEPARTMENT OF AGRICULTURE
P.O. BOX 4889, WINDOW ROCK, ARIZONA 86515

Contact Person: ED HARVEY, PROGRAM & PROJECT SPECIALIST
TELEPHONE: 928-871-7076

Inquiries Regarding this RFP should be submitted via email to the Project Specialist at edMiles.harvey@navajo-nsn.gov or call 928-871-7076. Questions regarding this procurement will be accepted until May 2 2023.

The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals, whenever such rejection is deemed in the best interest of the Navajo Nation.