



THE NAVAJO NATION

OFFICE OF THE CONTROLLER • P.O. Box 3150 • Window Rock, Arizona • 86515
TELEPHONE: 928.871.6308/6310 • FACSIMILE: 928.871.6026

REQUEST FOR PROPOSAL BID NUMBER 23-01-2927JB

PURPOSE

This is a solicitation and request for proposals for professional training services on the Uniform Administrative Requirements, Cost Principles, Requirements for Federal Awards (Uniform Guidance) as codified in 2 CFR 200 et. seq., to tribal employees within the Navajo Nation Office of the Controller (Division of Finance). The proposal may also include concepts applicable to the Coronavirus Aid Relief and Economic Security Act (The Cares Act) CFDA 21.019, American Rescue Plan Act (ARPA), and relevant U.S. Treasury Guidelines and FAQs.

BACKGROUND

The Navajo Nation Office of the Controller (NNOOC) currently employs 120 full-time employees that monitor and account for 4,000+ active grants, operating budgets for all three branches of the government and their respective programs. NNOOC utilizes JD Edwards/Peoplesoft (Oracle) Enterprise Resource System known as the Financial Management Information System (FMIS).

In addition, the Navajo Nation's (Nation) Government composes of various departments/programs within the Nation in order to provide services to the Navajo People and to promote and develop certain key economic sectors on the Reservation.

INSTRUCTIONS

To be considered for the contract, the proposal must be prepared in accordance with the instructions herein. The proposal document should be prepared simply and economically, providing a straightforward description of the firm's capabilities according to the instructions.

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as respondent can contact the

following individual:

Ms. Christine M. Chavez at cchavez@nnooc.org – 928-871-6128

Closing Bid Date:

Proposals must be received at the following address by 5:00 P.M (MST) on February 3, 2023:

Navajo Nation Office of the Controller - Purchasing
ATTN: Jeremy Ben, Accounting Manager
Administration Building #1
Window Rock Blvd.
Window Rock, AZ 86515

Packages to this bid shall be clearly marked on the outside of the package (including a return address) the following:

BID 23-01-2927JB
NNOOC Trainer Proposal
DO NOT OPEN-BID PROPOSAL

The proposal must be in a separate sealed envelope with the cost estimate in another separate sealed envelope.

Bid Opening:

February 8, 2023

Window Rock, Arizona

Navajo Nation Office of the Controller – Administration #1 Building

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

The Navajo Nation is a sovereign government and all contracts entered into as a result of this RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 et. Seq., Procurement Act, 12 N.N.C § 301, and applicable federal law, rules, and regulations. Nothing herein shall be construed as a waiver of the Navajo Nation Sovereign Immunity.

The Navajo Nation will utilize a standard Professional Services Contract (See Attached) for the procurement of good and services of this project. The Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

Content and Required Information:

Submit four (4) proposals (1 original and 3 copies).

Proposals should be outlined as described below:

- Organizational Letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
- Organizational qualifications and technical experience. Include references.
- Scope of Work
- Contacts and affiliations with entities in a tribal, relevant State & Local governments and federal level of funding (if applicable).
- W-9 Form Revised 10-2018, Suspension & Debarment form, and Certificate of Insurance
- Copies of licenses, certifications, and other relevant documents.
- Subcontractor information (if applicable)
- Costs to be submitted in a separate sealed envelope. Detailed breakdown of costs:
Trainer/Consulting Fees for 120 attendees. **Include** (6%) Navajo Nation Sales Tax for services incurred on the Nation and Consulting Expenses (per diem, lodging, etc.). Include any training material cost as well.

Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

Evaluation Process:

An evaluation committee will review and evaluate all proposals received in accordance with the general criteria as identified below:

1. Qualifications, credentials, and work experience. This includes the capabilities to provide all requested services in a technical manner.
2. Organization of proposal document submittal and providing required content above.
3. Cost (Separate Sealed Envelope)

The Nation intends to award a single contract to a single selected vendor to serve as the primary responsible party for consulting (training) services. The Nation intends to select the vendor that demonstrates adequate qualifications and offers the best overall value. The committee will not consider any responses that do not comply with instructions. During the evaluation process, the committee reserves the right to request additional information, clarification from firms, or request firms to make oral presentations as part of the evaluation process. It is anticipated that the evaluation process will be completed on or before February 10, 2023. At that point, the Committee will notify the firm that they believe are most qualified and arrange to complete the consultant selection process.