

**NAVAJO NATION
DEPARTMENT OF CHILD SUPPORT SERVICES**

REQUEST FOR PROPOSAL

**PROCESS SERVER
BID NO. 24-10-3503LE**

The Department of Child Support Services is seeking one (1) certified Process Server to serve child support documents to Respondents on and off the Navajo Nation. The Process Server must be 18 years of age, who is neither identified as a child nor a custodial parent under the Assignment of Child Support Rights. 9 N.N.C. §1704.

Process Server must be able to submit reports of service, invoices, and mileage expenses, in accordance with the Navajo Nation Travel Policy. Navajo Preference applies.

All questions pertaining to the contents of the RFP, respondents can view the RFP on the Navajo Nation Office of the Controller website at NNOOC.org under RFP Advertisement tab or via email Judy Platero, Program Manager at jplatero@css.navajo-nsn.gov or call 928-871-7194.

All parties responding to this RFP are instructed to submit (4) proposals (1 original and 3 copies), along with a Letter of Interest, Resume, and copy of Process Server Certification to:

The Navajo Nation
Division of Finance-Purchasing
Attention: Lorita Etsitty, Buyer I
Administration Building #1
Window Rock Blvd.
Window Rock, AZ 86515

CLOSING DATE/TIME: November 8, 2024, 5:00 p.m. MST

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

- I. **DESCRIPTION OF THE ORGANIZATION**
The Navajo Nation Department of Child Support Services (DCSS) is a federally funded program operating child support services to the Navajo population through an automated child support system performing case management including financial management of child support payments. throughout the Navajo Nation.
- II. **SCOPE OF THE CONTRACT**
The Navajo Nation intends to enter into a services contract with one (1) responsive, qualified, and independent contractor to complete all work as described in the attached scope of work.
- III. **RESPONDENT REQUIREMENTS** All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:
 - a. A legitimate and credible vendor with experience and history with providing the scope of work.
 - b. Vendor must be able to operate independently in providing described services for the department.
 - c. The Navajo Business Opportunity Act 5 NNC § 201, 205 may apply.
 - d. Federal requirements, if applicable
- IV. **SCOPE OF WORK (See Attached)**
- V. **REQUIREMENTS** The respondent will furnish all requested information as specified in the RFP.
- VI. **PROPOSAL CONTENT AND REQUIRED INFORMATION** Please utilize the outline described below with four sets (1 Original and 3 Copies).
 - a. Letter of Interest
 - b. Resume
 - c. Copies of licenses, certifications, insurance certificates, and other relevant documents.
 - d. Compliance: 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 nonresponsive and rejected on that basis.
- VII. **EVALUATION PROCESS (pre-qualifying process)**
 1. Evaluation Criteria
 - a. Proposal Content.
 - b. Qualifications, credentials, and work experience.
 - c. Certification.
 2. Applicable Federal Requirements
 3. The Navajo Nation Department of Child Support Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Services Contract for the procurement of goods and services.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DCSS point of contact is Judy Platero, Program Manager for inquiries related to the contract and other matters. Questions and answers will be shared with all respondents. You may contact Ms. Platero at jplatero@css.navajo-nsn.gov or you may call 928-871-7194.

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter into a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for 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. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

Scope of Work

Process Server

Service of Notice of Public Assignment within the Navajo Nation, and service of Notice of Public Assignment outside of the Navajo Nation at the written request of the Navajo Nation Department of Child Support Services (NNDCCS), Navajo Nation Division of Human Resources, as designated in accordance to the Navajo Nation Child Support Enforcement Act, Section 5, Notice of Public Assignment of Child Support Rights, incorporated herein.

Process Server will receive written Notice of Public Assignment from NNDCCS Agency Regional Program Manager to serve respondents on and off the Navajo Nation. Process Server will be paid \$100.00 for each successful service or \$50.00 for each unsuccessful service not to exceed four (4) attempts of Notice of Public Assignment and reimbursed round trip mileage with supporting mileage log attached at the established Navajo Nation rates issued by the Navajo Nation Office of the Controller. Process Server agrees to abide by the Navajo Nation travel policy for reimbursement on mileage. Service must be in accordance to Navajo Rules of Civil Procedures Rule 4. Process. Upon successful service of Notice of Public Assignment, Process Server will immediately return Affidavit of Service to NNDCCS Agency Office. Process Server agrees to submit original signed invoices for services performed to NNDCCS Administration on a monthly basis. Process Server shall return all unsuccessfully served Notice of Public Assignments to NNDCCS Agency Office after (4) unsuccessful attempts.

Round trip mileage at the established Navajo Nation rates issued by the Office of the Controller will also be paid for each attempt resulting in unsuccessful service of Notice of Public Assignment. After the fourth unsuccessful (service of Notice of Public Assignment) attempt per case, Process Server can contact NNDCCS Agency Office in writing with reference to specific case number and a copy to NNDCCS Administration Office.

Process Server agrees to provide monthly inventory to NNDCCS Central Administration, copy to referring NNDCCS Agency Office, reflecting successful service, or unsuccessful attempts (specifying first, second, third, fourth), or other actions taken on each case, and caseworker name, referred by local NNDCCS office for service of Notice of Public Assignment.