

Navajo Nation Division for Children and Family Services
REQUEST FOR BID
BID NO. **25-04-3661LE**

Bids Due: May 2, 2025
Description: Case Management Services
Contact Person: Brenda Tsosie, Principal Accountant
Phone: 928.871.6851
Email: Brenda.Tsosie@ndcfs.org

Bids using FedEx, UPS, postal mail, or personal delivery must be submitted to:

Physical Address: Navajo Division for Children and Family Services
2296 Administration Bldg. #2
Window Rock, AZ 86515
Attn: Brenda Tsosie, Principal Accountant

Mailing Address: Navajo Division for Children and Family Services
PO Box 4590
Window Rock, AZ 86515
Attn: Brenda Tsosie, Principal Accountant

Bids may be electronically mailed to: Brenda.Tsosie@ndcfs.org

1. Respondent Requirements

- a. All respondents must have at a minimum the capabilities listed herein to perform the duties and responsibilities of the Scope of Work. Bid Bids must reflect in detail the inclusion of these services and additional forms required. Respondents should also provide technical information about the delivery of services required in the Request for Bid (RFP).
- b. Vendors must demonstrate years of experience and a description of Construction Management and may include credentials, including but not limited to licensures and certifications. All work performed must comply with safety codes and regulations.
- c. Vendors must have the ability to engage with local communities and be willing to promote local workforce, hiring personnel in accordance with the Navajo Preference in Employment Act and other applicable laws.
- d. This project is based on cost-reimbursement and therefore, vendors must demonstrate financial stability and have a process to submit all required documentation for the processing of reimbursement claims.

2. Scope of Work

- a. The Navajo Division for Children and Family Services is requesting Bids from qualified vendors to perform case management services addressing the housing inequities of relocated Navajo homeowners who reside on the Navajo Nation and who have housing improvement needs identified as minor repair.
- b. Vendors must have an existing intake and selection process and be able to assess existing conditions of homes in remote areas of the Navajo Nation to determine whether a project meets eligibility and cost criteria.
- c. Vendors must comply with 2 CFR 200 Procurement Standards in identifying qualified, licensed contractors to provide minor home repair services.

3. Funds Availability

- a. The contract will be contingent upon availability of funds.
- b. Vendors must have financial policies and procedures in compliance with Generally Accepted Accounting Principles.

All RFPs must be received by the NDCFS on or before *May 2, 2025*, at 5:00 PM (DST).

The following documents are required and must be submitted:

1. Navajo Nation Certification regarding Debarment and Suspension
2. W-9 Form Request for Taxpayer Identification Number and Certification
3. Licensed, bonded, and current Certificate of Liability Insurance
4. Curriculum Vitae or Resume outlining previous projects and work experience.

Bids Format:

1. A letter of transmittal
2. Bids on contract in accordance with 2. Scope of Work
3. Detailed Cost and Grand Total contract amount for all services for this RFP.