

Navajo Board of Election Supervisors &  
Navajo Election Administration

**REQUEST FOR BIDS**  
**Bid #: 25-05-3690SB**

**PROPOSAL TO HIRE A CONSULTANT TO PLAN AND DEVELOP  
REAPPORTMENTMENT PLANS FOR THE 24-SEAT NAVAJO NATION COUNCIL**

**BID PROPOSALS**

Bid proposals shall be delivered personally or by U.S. Postal Service to:

Physical Address: Navajo Nation Quality Inn Office Complex (old)  
48 Hwy 264  
Suite 108  
Window Rock, AZ 86515

Mailing Address: Navajo Election Administration  
P.O. Box 3449  
Window Rock, Arizona 86515

Proposals shall be received by Monday, July 14, 2025, at 5:00 p.m. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. Delivery by mail is to be certified mail. Late proposals will not be accepted.

Number of proposals to be submitted: One (1) original and three (3) copies must be enclosed in one sealed envelope. The outside of the envelope is to be clearly marked as follows:

1. Respondents Contact Information
2. RFP Bid Number #25-05-3690SB
3. 2025 Navajo Nation Council Reapportionment

**BID PROPOSAL FORMAT**

Include the following:

- Letter of Interest
- Certificate of Insurance
- W-9
- Debarment and Suspension
- Relevant References

## **BID SCHEDULE**

Issuance of Invitation for Bids:	July 3, 2025
Bids Due:	July 11, 2025
Bid Opening:	July 14, 2025
Notice of Selection	July 14, 2024

## **DESCRIPTION OF THE ORGANIZATION**

The Navajo Board of Election Supervisors (hereafter “Board”) and the Navajo Election Administration seeks to enter a service contract with a consultant to complete the work described in the scope of work.

Pursuant to 11 N.N.C. § 9, “On or before the first Monday of 1975, and every 10 years thereafter, the Navajo Nation Council, with the recommendation of the Navajo Board of Election Supervisors, shall designate the number and location of precincts. All such precincts shall be approximately equal in population.”

The Navajo Election Administration and the Board are mandated in enforcing the Navajo Nation Election Code.

## **SCOPE OF WORK**

- Plan and develop reapportionment plans for the 24-seat Navajo Nation Council.
- Obtain latest Navajo population data and statistics from various sources, including Navajo Tribal Enrollment Database (NOVR), U.S. Census Bureau Decennial and American Community Survey Data, Navajo Nation Voter Registration (Off-Navajo Nation), 2018 Navajo Nation Election Results, Cares Act Data, and Navajo Rural Addressing Data. Analyze overlapping data to ensure an accurate population current of the Navajo population, including ensuring, to an acceptable extent, against duplicate counts.
- Provide periodical status reports to Board. Advise on data collected, analyzed and reviewed. Advise further on general reliability and degree of reasonable accuracy of data sources.
- Prepare Navajo Nation-Wide current population tables by chapters, districts, and agencies; determine ideal population based on a 24-member Council; in proposed plans, determine the degree of over and under representation for each precinct of the 24-member Council. Provide a standard deviation each plan prepared.
- Develop a minimum of four (4) plan options; for each plan, considerations of precinct designations should include geography, natural boundaries, Chapter and agency boundaries, satellite chapters, and other commonly accepted considerations. In consideration of maps and chapter boundaries, the 1980 Navajo Political map may be utilized. Other reliable maps may be recommended in development of plans.

- Prepare apportionment plan maps for the four (4) plans. Set meta-data for spatial map interpretation; create base map of Navajo Nation with chapter boundaries using the 1980 Navajo Political map.
- Plans, maps, reports, are to be produced and delivered within ninety days of the signed contract between Navajo Election Administration and the consultant.
- Attend a minimum of 8 meetings of the Board on progress report.
- Attend a minimum of 8 public hearings regarding proposed plans.
- Attend, upon notice and request, all necessary meetings of the Navajo Nation Council and its standing committees in matters relative to proposed apportionment plans.

All material submitted in reference to this RFP shall become the property the property of the Navajo Nation and will not be returned to the respondent.

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div></div>	<div></div>

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
	<div></div>	<div></div>

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**NAVAJO NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and**  
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Name of individual signing on Applicant's behalf (print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date