

Chilchinbeto Chapter
Request for Proposal for Audit Service of FY 2020
RFP BID No. 26-02-4010DB

INVITATION: The Chilchinbeto Chapter is soliciting proposals from public accounting firms to conduct the financial statement audit of the Chilchinbeto Chapter for fiscal year 2020.

BACKGROUND Chilchinbeto Chapter is a governance-certified chapter operating under the Five Management System Policies and Procedures. Chilchinbeto Chapter currently consists of two full-time employees and serves members registered to vote within the jurisdiction boundary lines. Chilchinbeto Chapter is primarily responsible for the daily operations of the Chapter, with oversight responsibility provided by the elected Chapter Officials (Chapter President, Chapter Vice President, and Chapter Secretary/Treasurer).

The majority of the Chapter resources are provided through appropriations from the Navajo Nation central government. Other revenue is generated from miscellaneous user charges assessed by the Chapter for services and/or goods provided to its community members and other external entities, such as the county and externally funded entities.

BID SCHEDULE:

Issuance of Bid Invitation: February 9th, 2026
RFP- Questions Due: February 20, 2026
RFP- Submittals Due: February 23, 2026
Official Opening of RFP Proposals: February 24, 2026
Notice of Selection: February 25, 2026

PURPOSE/SCOPE OF WORK: The Chilchinbeto Chapter is seeking to obtain the services of a public accounting firm to perform financial audit for fiscal year 2020, beginning October 1st and ending September 30th of each fiscal year. The financial audit will encompass the general-purpose financial statements, combining statements, and other schedules for the fiscal year. The audit is to be performed in accordance with generally accepted government auditing standards.

The financial statement audit is to determine whether the financial statements presented fairly the financial position and results of operations in accordance with the generally accepted accounting principles, and whether the Chilchinbeto Chapter has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements. The financial audit will also include determining whether the financial reports and related items are fairly presented, financial information is presented in accordance with established or stated criteria, and the Chilchinbeto Chapter has adhered to specific financial compliance requirements.

INQUIRIES: Any inquiries regarding this RFP should be submitted in writing to Eugene Badonie, Chapter Manager. Only written responses to questions will be considered official. All questions will be directed to:

Eugene Badonie, Chapter Manager

PO Box 1681
Kayenta, Arizona 86033
Phone: (928)697-5681
Email: ebadonie@nnchapters.org

Questions regarding this RFP will be accepted until 4:00 PM (MDT) on February 19, 2026.

SUBMISSION: All proposed bids shall be submitted in a sealed bid, in written documentation, and attach all required licenses and registrations to the Chilchinbeto Chapter. All bids shall be submitted by mail or delivered in person to:

Eugene Badonie, Chapter Manager
PO Box 1681
Kayenta, Arizona 86033
Phone: (928)697-5681
Email: ebadonie@nnchapters.org

PRIORITY: It is the responsibility of the Bidder to identify themselves as a certified vendor registered and in good standing with the Navajo Nation Business Opportunity Act. All Bidders are responsible for marking on the outside of their sealed bid, if applicable, their Priority State Number (e.g., Priority One, Priority Two) as recorded by the Navajo Nation Business Opportunity Act.

REJECTIONS: Chilchinbeto Chapter reserves the right to reject any or all statements of qualifications and shall be the sole judge of the merits of the respective statements of qualifications received.

PROCUREMENT OF REQUEST FOR PROPOSAL: This RFP shall be conducted in accordance with all applicable Navajo Nation Laws and Regulations, including the Navajo Nation Business Opportunity Act.

All applicable rules, regulations, and law shall also be followed by all parties. Bidders should familiarize themselves with Navajo Nation regulations and laws before submitting their proposed responses to this RFP. Bidders may request a copy of the Chilchinbeto Chapter's Five Management System Procurement Policies from the Chapter Manager at any time up to the deadline for proposals.

AMENDMENTS TO SUBMITTED BIDS: A Bidder who submitted their bid but needs to modify/amend their bid may do so before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.

PROPOSAL SUBMISSION: All bids must be received on or before 4:00 p.m. (MDT) on February 19, 2026. Bidders who are mailing their bids should allow for sufficient time for mail delivery to ensure timely receipt by the date specified. If a bid is mailed, it is recommended that the bid be sent by certified or registered mail to the address indicated on the cover sheet of the RFP. Late bids shall not be considered.

RESPONSE MATERIAL OWNERSHIP: All materials submitted in response to this RFP shall become the property of Chilchinbeto Chapter and will not be returned to the Bidder. Responses received will be retained by the Chilchinbeto Chapter and may be reviewed by any person after final selection has been made. Chilchinbeto Chapter has the right to use any or all system ideas presented in reply to this RFP. Disqualifications or non-selection of a Bidder or their proposal does not eliminate this right.

INCURRING COSTS: Any cost(s) incurred by the Bidder in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the Bidder.

APPLICATION REQUIREMENTS

1. PROPOSAL FORMAT

- a. Bidder(s) must state whether they are a Priority One or Priority Two vendor under the Navajo Nation Business Opportunity Act.
- b. All proposals must be typewritten on standard 8-1/2 x 11" paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or that a like.
- c. An original RFP response and three (3) copies must be provided in a sealed envelope.
- d. The proposal must be organized and indexed in the following format:
 - i. A letter of transmittal.
 - ii. Statement of Qualifications.
 - iii. Proposal on Contract approach; and
 - iv. Proposed Cost (Sealed in Separate Envelope)
- e. Each proposal must be accompanied by a letter of transmittal. The letter of the transmittal must:
 - i. Provide background on company.
 - ii. Identify the name of person responding to the RFP.
 - iii. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s);
 - iv. Identify the name(s), file(s), and telephone number(s) of person to contact for clarification.
 - v. Explicitly indicate "Acceptance" of the conditions governing this procurement.
 - vi. Be signed by the person responding to the RFP; and
 - vii. Acknowledge receipt of any amendments to the RFP.

2. STATEMENT OF QUALIFICATIONS. The Bidder must submit a statement of qualifications to include:

- a. Resume.
- b. Number of years of experience working with the Navajo Nation government or other governmental entities.
- c. Provide current and valid license from an appropriate State licensing Board or Agency for the type of work to be performed under this RFP, which license is customarily maintained in the industry
- d. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity, and substance of services provided. These references should include past and present clients, including names and contact information.
- e. Field related Degree and/or certification.

- f. Provide the number of employees in the company/organization; and
- g. Provide in detail how the Bidder would accomplish the objectives described in the scope of work.

3. COST & BUDGET BREAKDOWN.

Navajo Nation may charge 15% per Budget Manual for all external grants.
6% Tax will also be applicable

4. OTHER ADDITIONAL REQUIRED DOCUMENTATION.

The following documents listed below are required and must be submitted:

- a. Navajo Nation Certification regarding Debarment & Suspension Form (attached)
- b. Federal Internal Revenue Tax Form (W-9)
- c. Licensed, bonded and current General Liability Insurance as recommended and verified by the Navajo Nation Risk Management Program. The insurance shall name the Navajo Nation as an additional insured if subcontractors are performed under the RFP.
- d. Provide the latest financial documentation to ensure their financial capabilities to purchase building materials in advance, if needed.

EVALUATION PROCEDURES & SELECTION CRITERIA

1. EVALUATION PROCEDURES

- a. An evaluation team will evaluate the proposals received, in accordance with the general guidelines used herein. Bidders should be prepared to provide additional information that the team feels is necessary for the fair evaluation of proposals
- b. Failure of a Bidder to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the Bidder to execute the contract.
- c. The sole objective of the review team will be to select the Bidder who is most responsible for the needs of the Chilchinbeto Chapter. The specifications in the RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the Bidder who best meets the objective. If there is only one responsive bid, Chilchinbeto Chapter may elect to evaluate the RFP solely.

2. SELECTION CRITERIA

Presentation of Response	1-10 points
Completeness and Clarity of Presentation	
Statement of Qualifications	1-20 points
List of three client references/ Related Experience/Education Credential	
Technical Requirements	1-20 points
Project description and Project accomplishments	
Project Management	1-20 points
Project Management experience, schedule/project plan/staffing	
Cost of Service	1-30 points
Cost of Service	
Total Possible Points	100 POINTS

GENERAL TERMS AND CONDITIONS

- 1. STANDARD CONTRACT:** Chilchinbeto Chapter reserves the right to incorporate standard contract provision(s) into any contract negotiations because of a proposal submitted in response to the RFP.
- 2. TAXES:** Bidder shall comply with all applicable Navajo Nation tax laws under Title 24 of the Navajo Nation Code and corresponding regulations. All appropriate taxes should be included in cost, including the Navajo Nation Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax at 6% pursuant to 24 N.N.C. § 601 et. seq., and the Navajo Nation Sales Tax Regulations.
- 3. SOVEREIGNTY:** Nothing herein shall be construed as a waiver of the Navajo Nation's sovereign immunity
- 4. AMENDMENTS:** Any revisions, amendments, addenda, change orders, modifications, increase in payment over and above the original contract amount, or changes whatsoever to any provision of the RFP or scope of work shall be made only by a duly approved written agreement, deemed a modification, and signed by the Chapter Manager and Chapter President.
- 5. SUFFICIENT APPROPRIATION:** A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduction in scope. Chilchinbeto Chapter's decision to terminate or reduce the scope due to the insufficient appropriations shall be accepted as final by the Bidder.

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and Contracting Eligibility

Consultant/Project Name

Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
 - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
 - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
 - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
 - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
 - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
 - g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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

Printed name individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to 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) _____ <small>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.</small> <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) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	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									
				-					

OR

Employer identification number									
				-					

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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

Sign Here	Signature of U.S. person	Date

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.

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