

**REQUEST FOR PROPOSAL
CHILCHINBETO CHAPTER
Grant Writing Services
BID NUMBER: 26-02-4027SB**

1. Introduction:

The Chilchinbeto Chapter is requesting Cost Proposal and partnership from a Professional Grant Writing firms listed in the Navajo Nation Business Source List, interested in providing grant writing service for a museum project located in Chilchinbeto Chapter, Kayenta, Arizona.

2. Project Objectives:

The objective of this Request for Proposals (RFP) is to solicit a Professional Grant Writing firm as a partnership that will assist in applying for a hefty grant opportunity to subsidize funding for the completion of a proposed museum building construction, pave the entrance road and the parking areas, decoration inside and outside the museum, curio shop, and a restaurant, which will also include the signage and utility hook-up. The selected vendor will be tasked with executing, monitoring, and reporting duties in a thorough and professional manner, contributing to the transparent and accountable management of Funds.

3. 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 regarding this RFP will be accepted until 4:00 PM (MDT) on February 20, 2026, to:

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

4. SUBMISSION: All proposed bids shall be submitted by February 24, 2026, 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

5. Scope of Work:

The selected vendor will be responsible for:

- a. Apply for the grant, establish a Memorandum of Agreement with the Chilchinbeto Chapter and the Navajo Nation Division of Economic Development,
- b. Designing a robust monitoring and reporting framework in alignment with the responsibilities and functions of the Navajo Nation Budget Policies and Procedures, Grant Policies, and with the Chilchinbeto Chapter FMS policies and Procedures,
- c. Ensuring compliance with the provisions of the Grant policies and Navajo Nation laws and regulations by all receiving Funds, expenditures, payments, and management of the grant funds,
- d. Detailed monitoring of the completion of authorized projects and services in accordance with

- approved eligibility determinations and the architectural designs; and
- e. Assisting and supporting the Navajo Nation Division of Economic Development Office, and its affiliated Navajo Nation Departments, and Chilchinbeto Chapter in monitoring the expenditure of the Grant funds and submitting timely and accurate grant reports to the Navajo Nation Government and the Grant agency.

6. Qualifications and Experience:

Interested vendors should demonstrate the following qualifications and experience:

- a. Proven track record of successfully providing grant writing, third-party monitoring and reporting services for projects involving compliance with federal, Navajo Nation, and chapter regulations.
- b. Expertise in designing monitoring frameworks that align with specific program requirements and responsibilities, including those outlined for the Navajo Nation Division of Economic Development office.
- c. Strong understanding of the Grant writing, management, reporting, and purchasing guidelines, experience in ensuring compliance with relevant laws and regulations.
- d. Demonstrated ability to facilitate the expenditure of funds in a timely and efficient manner while adhering to approved guidelines.
- e. Experience in supporting financial monitoring activities and preparing accurate reports for submission to government and grant entities.

7. Proposal Submission:

Interested vendors are required to submit comprehensive proposals by February 24th, 2026

BID SCHEDULE:

Issuance of Bid Invitation: February 10th, 2026
RFP- Questions Due: February 20, 2026
RFP- Submittals Due: February 24, 2026
Official Opening of RFP Proposals: February 26, 2026
Notice of Selection: February 27, 2026

8. Proposals should include:

- a. Packets must be hand carried or certified mail only, packet submissions must then be enclosed inside of sealed package. (NO EMAIL SUBMISSION)
- b. Enclosed packet must be clearly marked PRIORITY ONE, TWO, THREE on the outside of the enclosed packet.
- c. 5 Complete Copies of RFP with 1 Original
- d. Cover Letter (1 Page) Signed by the President/CEO/Partnerships
- e. Below Items will be 20 Pages (can be double sided, count as 1 page)
- f. Qualifications to meet scope of work and capacity of the undertaking. This shall include any licenses, the size of the business, office location from which the services are provided.
- f. Detailed company profile highlighting relevant experience and expertise.
- h. Proposed methodology and approach to monitoring and reporting.
- i. Budget proposal with a breakdown of costs and fees.
- j. Team composition and roles/responsibilities of key personnel, and equipment available.
- l. Case studies or references from past monitoring and reporting projects.

9. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- a. Relevance and depth of experience in providing monitoring and reporting services.
- b. Clarity and effectiveness of the proposed methodology and approach.
- c. Cost-effectiveness and value for money.
- d. Demonstrated ability to meet project timelines and deliver high-quality outputs.
- e. References and testimonials from previous clients.

10. Requirement of the Firm if Contract Awarded:

- a. Comply with all applicable Federal Compliance and Reporting Requirements-State and Local grant regulations,
- b. The selected firm shall comply with all Navajo Nation Divisions of Finance procedures, Navajo Nation Division of Economic Development, and guidelines whenever services are delivered or accepted.
- c. The selected firm shall comply with all provisions of the Navajo Preference in Employment Act At 15 NNC. § 601 et seq. and NBOA (5NNC § 201 et seq)
- d. The selected firm shall contact the Navajo Nations’s Source List of firms to be given priority in Firms’ selection of Subcontractors for this project.

11. Scoring of RFP

Evaluation Criteria for RFP Submission Scoring (Total: 100 Points):

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

12. Terms and Conditions

- a. Nothing in this Request for Proposal (RFP) is intended to, nor shall it have the effect of waiving any privileges or immunities afforded to The Navajo Nation, including but not limited to sovereign immunity or official immunity. It is expressly agreed that The Navajo Nation retains such privileges, ensuring the protection of its legal rights and status.
- b. The Navajo Nation, as a sovereign government entity, requires that all contracts resulting from this RFP fully comply with Navajo Nation Law, Rules, and Regulations. This includes adherence to the Navajo Preference in Employment Act and relevant federal laws, rules, and regulations. Contractors are expected to operate within the legal framework established by the Navajo Nation, demonstrating respect for its sovereignty and commitment to upholding local and federal compliance standards. Employment Act and applicable federal laws, rules, and regulations.

