

REQUEST FOR PROPOSAL (RFP)
RFP Number: 23-09-3121LE
DOMESTIC VIOLENCE SHELTER AND SUPPORTIVE SERVICES

Date: August 31, 2023

Project Title: Navajo Department of Family Services
Domestic Violence Shelter and Supportive Services

Project Schedule:

| | |
|------------------------------|-----------------------------------|
| Advertisement of RFP | September 5, 2023 |
| Proposal Due Date | September 22, 2023; 4:00 pm (MDT) |
| Services Contract Start Date | October 1, 2023 |

Proposal:

All interested parties are invited to review and respond to this RFP at their discretion. All questions pertaining to the contents of this RFP can be made via email to Mr. Eric Gale, Department Manager Eric.Gale@nndss.org or Ms. Rhonda Jishie, Contract Analyst, Navajo Department of Family Services; at Rhonda.Jishie@nndss.org

All parties responding to this RFP are instructed to submit one (1) original and three (3) copies of the proposal to either of the following addresses:

Mailing Address:

Navajo Nation Office of the Controller
Purchasing Department
P.O. Box 9000
Window Rock, AZ 86515
ATTN: Lorita Etsitty, Buyer

Physical Address:

Navajo Nation Office of the Controller
Purchasing Department
2559 Window Rock Blvd.
Administration Bldg. #1
Window Rock, AZ 86515
ATTN: Lorita Etsitty, Buyer

All responses to this RFP shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

RFP # 23-09-3121LE
Navajo Department of Family Services
Domestic Violence Shelter and Supportive Services

DO NOT OPEN-RFP PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Department of Family Services within the Navajo Division of Social Services operates the Family Harmony Program, which is a federally funded program to: 1) prevent incidents of family violence, domestic violence, and dating violence; 2) provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and 3) provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of underserved populations.

II. TERM OF THE CONTRACT

The Navajo Nation intends to enter into a multi-year Contract with qualified and independent entities to provide services described in the Scope of Services. The Contract will begin on October 1, 2023 and will end on September 30, 2026, unless terminated earlier as provided in the Contract.

| Fiscal Year | Term |
|-------------|---------------------------------------|
| 2023 | October 1, 2023 to September 30, 2024 |
| 2024 | October 1, 2024 to September 30, 2025 |
| 2025 | October 1, 2025 to September 30, 2026 |

The selected Respondents will be awarded based on the proposal, consumer needs, and the availability of funds. The funding will be paid on a fee-for-service schedule which is a unit cost rate of one-hundred dollars (\$100.00) per bed night per person.

III. ELIGIBILITY REQUIREMENTS

Category 1: Certified non-profit organizations in accordance with Section 501 (c)(3) of the Internal Revenue Service Code, physically located within the jurisdictional boundaries of the Navajo Nation, or in an area considered near the Navajo Nation (pursuant to the Bureau of Indian Affairs service area definition at 25 CFR Part 20.100, see Attachment D).

Category 2: Certified non-profit organizations in accordance with Section 501 (c)(3) of the Internal Revenue Service Code, physically located outside of the jurisdictional boundaries of the Navajo Nation, and not considered “near”.

IV. SCOPE OF SERVICES

The Respondent will work in collaboration with the Navajo Nation to provide domestic violence shelter and supportive services that are culturally relevant. The following scope of services will be charged and paid for by per person, per bed night.

A. Shelter

The provision, on a regular basis, of immediate, overnight, day, or temporary shelter and related supportive services to adults and youth victims of family violence, domestic violence, or dating violence, and their dependents living on, near or visiting the Navajo

Nation, including paying for the operating and administrative expenses of the facilities for such shelter.

B. Supportive Services

1. Provide individual and group counseling, peer support groups, and referral to community-based services to assist victims of family violence, domestic violence, or dating violence, and their dependents, in recovering from the effects of the violence.
2. Assist with developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence, and their dependents living to make decisions related to their ongoing safety and well-being.
3. Provide services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence.
4. Provide culturally and linguistically appropriate services,
5. Provide services for children exposed to victims of family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent and support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.
6. Provide advocacy, case management services and information, and referral services concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including:
 - a) assist with accessing related federal and state financial assistance programs;
 - b) legal advocacy to assist victims and their dependents;
 - c) care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
 - d) assist with locating and securing safe and affordable permanent housing and homelessness prevention services;
 - e) transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
 - f) parenting and other educational services for victims and their dependents.

C. Provision of outreach and prevention services, including a 24/7 crisis hotline.

This RFP is limited to the services stated above. A Respondent may elect to provide all or some of the services stated above and must be clearly described in the Respondent's proposal.

V. REQUIREMENTS

The respondent must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et. seq.) and the Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184; prohibit harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin; and furnish all requested information as specified in this RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Proposal Format: Each proposal shall be typed and submitted on 8 ½” x 11” white paper and inserted in a binder. Font size shall be 12-point type and in Times New Roman font and double line space for narrative sections C, D, E, F, and H. All pages shall be numbered and printed one-sided. Margins shall be no less than 1” around the perimeter of each page and each section separated by tabs. A proposal may not exceed thirty (30) pages in length, including coversheet and budget narratives. Do not include additional information beyond what is requested by this RFP, such as brochures or flyers.

Each proposal must be completed and assembled in the following order:

- A. **Letter of Interest (Cover Page)** – This section must identify the RFP name and include the organization’s authorized officials’ name, address, telephone contact information, and email address. The official must be authorized to enter into a legal agreement with the Navajo Nation. Also, include the organization’s DUNS number and Employer Identification Number.
- B. **Table of Contents** - This section must reference the order of the proposal sections and provide page numbers.
- C. **Executive Summary** – Brief summary of the proposal limited to one page.
- D. **Program Service Area** – Provide a description of the geographic service area and population to be served. Include specific Navajo communities and chapters. An illustrative map may be included and attached (this will count toward the 30-page limit).
- E. **Scope of Work** – A description of the activities and services to be provided according to the scope of services under Section IV of this RFP. Provide a clear description of how the organization will provide each service to victims of family violence, domestic violence and dating violence, and their dependents on and near the Navajo Nation.
- F. **Coordination and Collaboration** – This section shall include how the Respondent will coordinate and collaborate with other domestic, family, and dating violence prevention programs. Specify program names, location, and a description of the activities. List all similar or related service providers located within a 100-mile radius of the Respondent.
- G. **Current Organizational Chart** – Provide a current organizational chart depicting each position and include names of employees who are assigned to each position of the organization. The organizational chart must be signed and dated by an approving authorized official, such as Governing Board President or Secretary.
- H. **Experience** – Describe the Respondent’s experience relevant to the Scope of Services requested by this RFP. Include all key personnel positions and their job duties and responsibilities in providing each service identified. Identify the amount of time to be devoted to the services listed. Include the professional qualifications of each staff to be assigned to accomplish the scope of work. Must have the necessary resources and equipment to support the scope of work, staff development plans, and personnel policies and procedures.

I. Budget and Budget Narrative Description (Costs to be submitted in separate sealed envelope)

This section should include a detailed budget and budget narrative for each clearly identifying how the funds will be used for the term period to begin on October 1, 2023 and to end on September 30, 2024, and the estimated costs for subsequent years from October 1, 2024 to September 30, 2025, and from October 1, 2025 to September 30, 2026. A required budget form is attached as ATTACHMENT A & B and instructions are attached as ATTACHMENT C. *The budget narrative will be used to only justify the bed night rates and not to claim expenses by each category.* The Budget Narrative should describe how FVPSA funds will be used to support planned activities and services as described in the Scope of Services that may include, for example:

1. Staff positions and titles along with the duties and responsibilities for each including an estimated percentage of effort funded by FVPSA.
2. Training and technical assistance activities that may include travel to conferences, meetings, and other associated costs.
3. Development of public awareness and prevention materials.
4. Shelter facility rent, utilities, maintenance, etc.
5. Client support costs such as transportation, food, clothing, etc.
6. Outreach program costs.
7. Consulting or contractual agreements for services.

J. Statement to assure funds shall not be used for the following:

- a. Cost of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions;
- b. Expenditures for construction or construction related activities;
- c. Purchase of real property;
- d. Direct payment to any victim(s) or their dependents;
- e. 100% Personnel costs; and
- f. Excessive Executive Administrative Costs.

K. Insurance and Property Management Administration:

- a. Identify and submit copies of workman's compensation and all general liability insurance coverage, fidelity bonds, property damage insurance (include vehicles) as recommended and verified by the Navajo Nation Risk Management Program:
 1. Commercial General Liability coverage, ISO CG 0001 Form or equivalent with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate.
 2. Auto Liability minimum limit of \$1,000,000 per accident and should include non-owned autos.
 3. Worker's Compensation coverage with statutory benefits and Employer's Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
 4. The Navajo Nation shall be named as additional insured for general and auto liability coverages only.
 5. The Respondent is to carry Professional Liability with limits no less than \$1,000,000 per claim. Professional Liability coverage should be on a claims made basis and the retro date should be no later than the start date of the Professional Services Contract.

6. All coverages should include a waiver of subrogation. All coverages should be primary and the Navajo Nation's coverage non-contributory.
- b. Statement to Assure current applicable licenses and certificates for Environmental Requirements are posted and/or on file, including but not limited to:
 1. Fire and safety inspection;
 2. Sanitation permits/certification;
 3. Food handlers permits/certificates; and
 4. Material Safety Data Sheets (MSDS) requirement.
- L. **Sustainability Plan** – This section should include how the Respondent will continue services should future funding not be available under this RFP. Provide a narrative describing the Respondent's plan on continuing their scope of work, if funds become unavailable by the Nation, in the future. Providing an explanation on the dependency of funding from the Nation is not an acceptable response.
- M. **Required documents to be submitted with a proposal in response to this RFP.**
- a. A signed Navajo Nation Debarment and Suspension form (Attachment E);
 - b. A signed W-9 Form (Attachment F);
 - c. Board Authorization Letter to apply for this RFP;
 - d. Proof of Non-Profit status (must be current, not older than 2 years). (<https://www.irs.gov/charities-non-profits/exempt-organizations-select-check> is the recommended website to use);
 - e. Copy of Health & Safety Occupancy and Operations permit from the State, County or Navajo Nation Department of Health;
 - f. Proof of current liability insurance as recommended and verified by the Navajo Nation Risk Management Program;
 - g. Copy of Financial Audit Report for Year 2022;
 - h. A current and active registration of the Federal System for Award Management (SAM) for the organization. Must be less than one (1) month old.
 - i. List of Current Board of Directors, position, number of years served and area of expertise;
 - j. Proof of Corporate Registration with the Navajo Nation: Copy of Certificate of Good Standing and Certificate of Authority from Business Regulatory Department.

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 non-responsive and rejected on that basis.

VII. SUBMISSION OF PROPOSALS

All proposals must be received no later than 4:00 p.m. MDT on September 22, 2023. The date and time received will be recorded on each proposal. Proposals received after the deadline will not be considered for review and will be returned.

One (1) complete original proposal and three (3) copies must be submitted in a sealed packet (taped, bind packaged, no rubber bands), labeled "Domestic Violence Shelter and Supportive Services" with a written returned address identifying the Respondent's name,

Respondent's certification number and Priority Ranking under the Navajo Nation Business Opportunity Act and "BID NO. 23-09-3121LE "

BY MAIL:

Mailing Address:

Navajo Nation Office of the Controller
Purchasing Department
P.O. Box 9000
Window Rock, AZ 86515
ATTN: Loria Etsitty, Buyer

Physical Address:

Navajo Nation Office of the Controller
Purchasing Department
2559 Window Rock Blvd.
Administration Bldg. #1
Window Rock, AZ 86515
ATTN: Lorita Etsitty, Buyer

Respondents who choose mail delivery should consider sending their proposals with a delivery confirmation option and must be received at the Navajo Nation Office of the Controller, Purchasing Department on or before 4:00 p.m. MDT on September 22, 2023.

Faxed or e-mailed RFP packets are unacceptable and will not be considered for review. The content of any proposal will not be disclosed, 2 NNC §85(A)(11). No substitute documents for the forms provided in this application shall be accepted and will be considered incomplete and not considered for review. Photocopying will not be completed on behalf of Respondent, at any time.

All proposals meeting the requirement become the property of the Nation upon receipt and will not be returned. Any information deemed confidential by the Respondent should be clearly noted on the page(s) where confidential information is contained; however, the Nation cannot guarantee that it will not be compelled to disclose all or part of any public record under the Navajo Privacy Act, since information deemed confidential by the Respondent may not be considered confidential under Navajo law.

VIII. DISQUALIFICATION OF PROPOSALS

Prior to a proposal moving onto the evaluation stage, all proposals will be screened for compliance with the instructions of this RFP. Any proposal failing to follow instructions in this RFP will be disqualified and removed from consideration, this includes: submitting more than one proposal, not following the proposal requirements and/or failing to submit required documents.

IX. EVALUATION PROCESS (pre-qualifying process)

A. Evaluation Criteria

1. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
2. Scope of Work. (45 points)
3. Requirements: Letter of Interest, Table of Contents, Executive Summary, Program Service Area, Coordination and Collaborations (5 points)
4. Budget (separate sealed envelope). (30 points)

Evaluation of Proposals:

The evaluation of proposals will be performed by an evaluation team. Proposals not scoring 70 points or above will not be considered for an award. Funding received through the Nation are to be used strictly for activities listed in the RFP and Respondents' proposal.

C. Applicable Federal Requirements

1. In the acceptance of federal funds, the Navajo Department of Family Services is required to comply with all Federal and Tribal Laws and Regulations, including 45 Code of Federal Regulations Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to States, and Local and Tribal Governments; Section 92.36 €, (1) requiring the grantee to take all necessary affirmative steps to assure minority firms, women businesses and labor surplus area firms are used when possible, including complying with the Navajo Nation's Business Opportunity Act, 5 N.N.C., Subsection 201-215 and the Navajo Nation's Procurement Rules and Regulations.

D. The Navajo Department of Family Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.

1. This may entail a presentation from the respondent for clarification and/or details on services or other requirements. The presentation will be scheduled to be presented at the Navajo Department of Family Services office located in Window Rock, AZ (if necessary).

It is the Navajo Department of Family Services' intention to award organizations or entities to provide all services as specified in the scope of services.

X. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Services Contract will describe this section.

XI. AGREEMENT TERMS AND CONDITIONS

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

The Navajo Nation is a sovereign government and all contracts entered into as a result of this 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 this RFP.

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

XIV. SCHEDULE OF EVENTS

Following is a schedule of events regarding this RFP:

- | | |
|-------------------|-----------------------------------|
| A. Advertise RFP | September 5, 2023 |
| B. Proposals Due | September 22, 2023; 4:00 pm (MDT) |
| C. Contract Start | October 1, 2023 |

BUDGET NARRATIVE

ATTACHMENT A REQUIRED FORM

Applicant's Name: _____

| | | | | | |
|---|-----------------|-------------------------|--|-------------|--|
| <p>PERSONNEL – For staff positions supported in whole or in part of the Project. List each position by title and name of employee, if available. Show the annual salary and amount of time to be devoted to the project. Compensation paid for employees engaged in project activities must be consistent with that paid for similar work within the applicant's organization, including overtime pay.</p> | | | | | |
| NAME/POSITION/ANNUALSALARY | | COMPUTATION | | COST | |
| John Doe, Project Director , \$49,920.00 | | 24.00/hour X 1040 hours | | 12,480 | |
| | | | | | |
| <p>Justification Narrative: Provide a description of what each position budgeted will contribute to the project. Provide any other justification on how cost was derived.</p> | | | | | |
| TOTAL PERSONNEL | | | | | |
| <p>FRINGE BENEFITS – Fringe Benefits should be based on actual known costs or an established formula. FB are only for personnel listed above on the percentage of time devoted to the project.</p> | | | | | |
| ITEM | | COMPUTATION | | COST | |
| FICA @ X.XX% | | | | | |
| Unemployment & Workers Compensation @ X% | | | | | |
| TOTAL FRINGE @ XX% | | | | | |
| <p>TRAVEL – Itemized travel expenses of project personnel by purpose (i.e. staff to training, transportation costs, cost for paying gas, vehicle repairs for Program owned vehicles, is to be reported in this section)</p> | | | | | |
| PURPOSE OF TRAVEL | LOCATION | ITEM | COMPUTATION | COST | |
| Attend Mandatory Contractor's Orientation | TBD | Hotel/lodging Meal | 83/night X 3 Nights 46/day X 3 Days | \$387.00 | |
| | | | | | |
| <p>Justification Narrative: Provide a justification for each travel cost by explaining how it is relevant to the project.</p> | | | | | |
| TOTAL TRAVEL | | | | | |

| | | | | | | |
|--|--|-----------|--------------------------------|--|--------------------|-------------|
| EQUIPMENT – List all equipment to be purchased. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment cost should be listed in the “Contractual” category. | | | | | | |
| ITEM | | | COMPUTATION | | COST | |
| | | | | | | |
| | | | | | | |
| Justification Narrative: Provide an explanation of how the equipment is necessary for the success of the project. Attach a narrative or organizational policy on the procurement method to be used. | | | | | | |
| TOTAL EQUIPMENT | | | | | | |
| SUPPLIES – List items by type (office supplies, postage, copying paper, etc.) Generally supplies include materials that are expendable or consumed during the course of the project | | | | | | |
| SUPPLY ITEM | | | COMPUTATION | | COST | |
| | | | | | | |
| | | | | | | |
| Justification Narrative: Provide an explanation of how the supplies are necessary for the success of the project. | | | | | | |
| TOTAL SUPPLIES | | | | | | |
| UTILITIES AND COMMUNICATIONS – List all names of companies / supplier for utilities and communication services to be purchased. Generally utilities include services for electricity, telephone, internet, cell phones, wifi, that are expendable or consumed during the course of the project. | | | | | | |
| NAME CONSULTANT | | OF | SERVICES TO BE PROVIDED | | COMPUTATION | COST |
| | | | | | | |
| | | | | | | |
| Justification Narrative: Provide an explanation of how the utilities and communications are necessary for the success of the project. | | | | | | |
| TOTAL UTILITIES AND COMMUNIVATIONS | | | | | | |
| CONTRACTUAL – List all contracts or services to be procured. For each consultant enter the name, services to be provided, fee/rate and estimated time to be spent on the project. Consultation fees beyond \$450 per day may require additional justification and prior approval by the Nation. | | | | | | |
| NAME CONSULTANT | | OF | SERVICES TO BE PROVIDED | | COMPUTATION | COST |
| | | | | | | |
| | | | | | | |
| TOTAL CONTRACTUAL | | | | | | |

| | | | | | | |
|--|-----------|--------------------------|-----------|-----------|--------------------|-------------|
| RENTAL AND LEASES – List all lease and rent for office space, shelter facility, including temporary rentals of storage facilities, equipment such as copier machines, computers, etc. For all rental and lease you would need to provide cost per square footage and number months of rent. | | | | | | |
| NAME OF CONSULTANT | OF | SERVICES PROVIDED | TO | BE | COMPUTATION | COST |
| | | | | | | |
| | | | | | | |
| Justification Narrative: Provide an explanation of how the supplies are necessary for the success of the project. | | | | | | |
| TOTAL CONTRACTUAL | | | | | | |
| PARTICIPANTS COSTS – this section is for all costs for project participants, i.e. bus passes, safe hotel/ motel stays, participant’s meal vouchers or payment of meals, personal hygiene items, etc. No funds / cash are to be given directly to participants including checks to be cashed. List all items by make or type and basis for computation. | | | | | | |
| NAME OF CONSULTANT | OF | SERVICES PROVIDED | TO | BE | COMPUTATION | COST |
| | | | | | | |
| | | | | | | |
| Justification Narrative: Provide an explanation of how the supplies are necessary for the success of the project. | | | | | | |
| TOTAL CONTRACTUAL | | | | | | |
| OTHER COSTS – list items (e.g. rent, printing, telephone, security services, etc.) by major type and basis for computation (i.e. rent you would need to provide cost per square footage and months of rent) | | | | | | |
| ITEM DESCRIPTION | | | | | COMPUTATION | COST |
| | | | | | | |
| | | | | | | |
| Justification Narrative: Provide an explanation of why cost is necessary for the success of the project. | | | | | | |
| TOTAL OTHER | | | | | | |
| | | | | | | |
| GRANT TOTAL | | | | | | |

Budget Summary

**ATTACHMENT B
REQUIRED FORM**

Indicate the total amount of funds requested.

| BUDGET CATEGORY | AMOUNT |
|--------------------------------|---------------|
| PERSONNEL | \$ |
| FRINGE BENEFITS | \$ |
| TRAVEL | \$ |
| EQUIPMENT | \$ |
| SUPPLIES | \$ |
| UTILITIES AND COMMUNICATION | \$ |
| CONTRACTUAL | \$ |
| RENTALS AND LEASES | \$ |
| PARTICIPANTS COSTS | \$ |
| OTHERS | \$ |
| TOTAL AMOUNT OF REQUEST | \$ |

Narrative Instructions

ATTACHMENT C

| |
|---|
| <p>PERSONNEL – For staff positions supported in whole or in part of the Project. List each position by title and name of employee, if available. Show the annual salary and amount of time to be devoted to the project. Compensation paid for employees engaged in project activities must be consistent with that paid for similar work within the applicant's organization, including overtime pay.</p> |
| <p>FRINGE BENEFITS – Fringe Benefits should be based on actual known costs or an established formula. FB are only for personnel listed above on the percentage of time devoted to the project.</p> |
| <p>TRAVEL – Itemized travel expenses of project personnel by purpose (i.e. staff transportation costs of participants, attending multi-disciplinary team meetings regarding clients, etc. Travel expenses regarding prevention/outreach activities is not an allowable expense. Vehicle repairs for Program owned vehicles and cost for paying gas/fuel, is to be reported in "Other Cost" section)</p> |
| <p>EQUIPMENT – List all equipment to be purchased. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment cost should be listed in the "Rental & Lease" category.</p> |
| <p>SUPPLIES – List items by type (general office supplies, postage, copying paper, pens, staples, janitorial supplies, etc. Generally supplies include materials that are expendable or consumed during the course of the project</p> |
| <p>UTILITIES AND COMMUNICATIONS – List all names of companies/supplier for utilities and communication services to be purchased. Generally utilities include services for electricity, telephone, internet, cell phones, wifi, that are expendable or consumed during the course of the project</p> |
| <p>CONTRACTUAL – List all contracts or services to be procured. For each consultant enter the name, services to be provided, fee/rate and estimated time to be spent on the project. Consultation fees beyond \$450 per day may require additional justification and prior approval by the Nation.</p> |
| <p>RENTAL AND LEASES – List all lease and rent for office space, shelter facility, including temporary rentals of storage facilities, equipment such as copier machines, computers, etc. For all rental and lease you would need to provide cost per square footage and number months of rent)</p> |
| <p>PARTICIPANTS COSTS– this section is for all costs for project participants, i.e. bus passes, safe hotel/motel stays, participant's meal vouchers or payment of meals, personal hygiene items, etc. No funds/cash are to be given directly to participants including checks to be cashed. List all items by major type and basis for computation.</p> |
| <p>OTHER COSTS– list items (e.g. shelter food, printing, professional membership fees, building repairs and maintenance, security services, program vehicle repairs and maintenance, fuel/gas for program vehicles, etc.) by major type and basis for computation.</p> |

Designated Communities "Near Navajo Nation"

ATTACHMENT D

ARIZONA

1. Winslow
2. Holbrook
3. Flagstaff
4. Wupatki
5. Marble Canyon
6. Page
7. Joseph city
8. Grand Canyon
9. Gray Mountain
10. Sanders
11. Chambers
12. Navajo
13. Sun Valley

NEW MEXICO

1. Farmington
2. Gallup
3. Milan
4. Grants
5. Bloomfield
6. Aztec
7. Kirtland
8. Magdalena
9. Cuba
10. Waterflow
11. Gameraco
12. Fort Wingate
13. Mentmore
14. Thoreau
15. Prewitt

UTAH

1. Blanding
2. Bluff City

ATTACHMENT E

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 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

ATTACHMENT F

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