

REQUEST FOR PROPOSAL
NAVAJO NATION FISCAL RECOVERY FUND OFFICE
Request for Proposal (RFP) for Third-Party Monitoring and Reporting Services
BID NUMBER: 25-07-3758JB

1. Introduction:

The Navajo Nation Fiscal Recovery Fund Office (NNFRFO) is responsible for overseeing the distribution of Fiscal Recovery Funds allocated under the American Rescue Plan Act (ARPA) of 2021 to the Navajo Nation. NNFRFO is responsible for ensuring compliance with federal and Navajo Nation laws and regulations governing the use of Fiscal Recovery Funds. As such we are seeking qualified CPA or other qualified firms to assist with the objectives and scope of work below.

2. Objectives:

The objective of this Request for Proposals (RFP) is to solicit comprehensive proposals from qualified vendors to provide third-party monitoring of Fiscal Recovery Funds and reporting of the use of those Funds. 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. We anticipate the term of the contract to be from the award and commencement of work until December 31, 2026. We will also consider a one-time extension of the contract after 12/31/26 to facilitate grant close-out and other Treasury allowable administrative activities.

3. Scope of Work:

As it pertains to the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") ALN # 21.027, the selected vendor will be responsible for:

- a) Maintaining a robust monitoring and reporting framework in alignment with the responsibilities and functions of the NNFRFO.
- b) Ensuring compliance with the provisions of the American Rescue Plan Act (ARPA) and Navajo Nation laws and regulations by all entities receiving Fiscal Recovery Funds specifically the compliance requirements of
 - a. Subrecipient monitoring.
 - b. Reporting.
- c) Detailed monitoring of the completion of authorized projects and services in accordance with approved eligibility determinations. Project management experience in long-term capital projects will be considered.
- d) Assisting and supporting the NNFRFO and its affiliated Navajo Nation Departments in monitoring the expenditure of NNFRFO funds and submitting timely and accurate ARPA reports to the Navajo Nation Government and the Federal Government.

4. Qualifications and Experience:

Interested vendors should demonstrate the following qualifications and experience:

- a) Proven record of successfully providing third-party monitoring and reporting services for projects involving compliance with federal regulations.

- b) Expertise in designing monitoring frameworks that align with specific program requirements and responsibilities, including those outlined for the NNFRFO.
- c) Strong understanding of the US Department of Treasury American Rescue Plan Act (ARPA) Fiscal Recovery Funds guidelines and guidance and 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 entities.

5. *Proposal Submission:*

We require interested firms to submit comprehensive proposals by Friday, July 11, 2025, (see below for email submission instructions). Proposals should not be more than twenty pages in length and should include at a minimum:

- a) Email one .pdf copy as instructed below. We will ask interested firms to provide hard copies during interviews, if necessary.
- b) Cover Letter (1 Page) Signed by the President/CEO/Partnerships of your organization.
- c) Instructions to visibly indicate in the email subject field, the offerors Priority Status under the Navajo Nation Business Opportunity Act must be identified as Priority 1 or Priority 2, if applicable. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.
- d) All relevant information and documentation to demonstrate qualifications to accommodate the scoring system below.
- e) A separate .pdf file with proposal cost information. This should include:
 - a. An estimate of hours and hourly rates
 - b. Any travel and other costs anticipated to accomplish the scope of work. We anticipate mostly remote work for the scope of work, but we will require at least one on-site presence per month for the remaining months leading up to the Treasury expenditure deadline of 12/31/26.

6. *Timeline:*

- a) RFP Issuance: July 1, 2025
- b) Proposal Submission Deadline: July 11, 2025
- c) Evaluation Period: Week of July 14, 2025
- d) Contract Negotiation and Award: Week of July 21, 2025
- e) Start of work: August 1, 2025

7. *Requirement of the Firm if Contract Awarded:*

- a) Comply with all applicable Federal Compliance and Reporting Requirements-State and Local Fiscal Recovery Fund.
- b) 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)
- c) The selected firm shall contact the Navajo Nation Business Regulatory Office to assess priority in Firms' selection of Subcontractors for this project. **Firms already working on Navajo Nation ARPA projects will not be considered.**

8. Scoring of RFP

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

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|---|--------------------|
| a) Knowledge and/or experience in Monitoring and Reporting of federal funds | (20 Points) |
| b) Demonstration of available and qualified resources to Fulfill Scope of Work | (20 Points) |
| c) Experience collaborating with the Navajo Nation and/or other Tribal Nations | (20 Points) |
| d) Ability to Manage Large-Scale capital related Projects | (20 Points) |
| e) Proposal Quality, Including Clarity, and Organizational Structure | (10 Points) |
| f) Navajo or Native preference (Interested firms must be registered with the Navajo Nation Business Regulatory before bid submission) | (10 Points) |

9. 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.

10. Contact Information:

For any inquiries or clarifications regarding this RFP, please feel free to reach out to Sean McCabe CPA Navajo Nation Controller at seanmccabe@nnooc.org .

To submit the RFP, please email a .pdf copy to

vbtsilly@nnooc.org

11. Withdrawal of RFP

This RFP may be withdrawn at any time.