

Bid Number-25-10-3909DB

Bid Opens: November 3, 2025

Bid Closes: November 11, 2025

INVITATION: Colorado Ranch Enterprise payroll services, ranch management and marketing services.

The Navajo Nation Department of Fish and Wildlife (NNDFWL) is requesting proposals from qualified contractors to manage payroll processing and ranch management services for the Colorado Ranch Enterprise. This Request for Proposal (RFP) outlines the requirements and expectations for the services to be provided.

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

RESPONDENT REQUIREMENTS

1. All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

- a. Legitimate and credible experience and history providing the described services with a minimum of five (5) years. Must have provided payroll, ranch management and marketing services to the Navajo Nation in the past.
- b. The Navajo Business Opportunity Act (5 N.N.C. §§ 201 and 215), the Navajo Business and Procurement Act (12 N.N.C. §§ 1501-1516), Navajo Nation Procurement Code (12 N.N.C. §§ 301-371), and the Navajo Preference in Employment Act (15 N.N.C. §§ 601 et seq.), with all implementing regulations, will apply.
- c. Working knowledge of the Navajo Nation Wolf Spring & Boyer Ranch Management under the Colorado Ranch Enterprise (Resolution No: BFJA-02-18)
- d. Proficient knowledge of Federal and Colorado employment laws and withholdings for employees.

2. Insurance.

- a. The selected entity, upon receiving authorization to proceed, Consultant shall procure and maintain, during the life of this contract, Workers Compensation, and Professional Liability Insurance policies including Errors and Omission Insurance.

Workers Compensation Statutory Coverage: Employers Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000

Professional Liability: \$1,000,000 Each Occurrence, \$2,000,000 aggregate

The Navajo Nation shall be named as additional insured for general liability coverage.

All coverages should include a waiver of subrogation. All coverages should be primary and the Navajo Nation's coverage non-contributory.

3. SCOPE OF WORK

The Department of Fish and Wildlife, Colorado Ranch Enterprise has Management oversight of Wolf Springs and Boyer Ranches in Westcliffe, Colorado. The Fish and Wildlife Department Manager III/Ranch General Manager will ensure the Colorado Ranch Enterprise's Fiscal Year 2026 Annual and Master Plans are achieved. The contractor will employ 4 full-time and 1 part-time employee for the contract period (October 1, 2025 to September 30, 2026). The contractor shall use the employment standards of practice for the State of Colorado and will be responsible for paying bi-weekly wages to employees, medical (for full-time employees), dental (for full-time employees), Unemployment, and Workmen's Compensation. In addition, the contractor will pay taxes, FICA/Medicare Match and process bi-weekly Withholdings, CO/FAMLI, Quarterlies, Year-End Reports & W-2's.

The services provided will include: hirings and firing of employees, daily work with the livestock, Navajo Nation owned large tractors and farm equipment and infrastructure maintenance, hay production and ranch operations. Assist in writing a ranch management plan and establish a pilot retail market for Direct-to-consumer meat sales along with researching other potential purchase competitors of livestock. Upon request and when necessary, the contractor will draw up any necessary documents requested by the Navajo Nation Fish and Wildlife Department Manager III/Ranch General Manager to create sales activity and marketing reports.

4. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with an original and two (2) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Provide a detailed listing of relevant projects (I.E. Projects for the Navajo Nation). Include dates and references.
3. Scope of Work
4. Deliverables
5. Schedule, including proposed site visits.
6. Copies of licenses, certifications (NBOA Priority Status), insurance certificates, and other relevant documents.
7. Costs to be submitted in a separate sealed envelope. Detailed breakdown of personnel, fringe benefits other applicable costs; 6% Navajo Nation Sales Tax, if applicable.
8. Compliance: 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.

5. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

- a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services.
- b. Quality of products, ability to provide requested work products, scope of work, deliverables, and marketing services.
- c. Project schedule: payroll, personnel responsibilities and visits to the ranch with time frame.
- d. Cost (separate sealed envelope).

The Navajo Nation is a sovereign government and all contracts entered into as a result of this RFP shall comply with Navajo Nation Law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal; laws, rules and regulations.

The payment procedures established by the Division of Finance shall be adhered to and are to begin whenever goods are delivered and accepted.

CONTACT PERSON: Samuel Diswood, Department Manager III

Navajo Nation Department of Fish and Wildlife
505-290-1443
sdiswood@nndfw.org

If you have any questions regarding this RFP, contact me at the number/email above.

ADDRESS PROPOSALS TO:

MAIL TO: Darren Begay

Purchasing Service Department
P.O. Box 3150
Window Rock, AZ 86515
Re: **BID# 25-10-3909DB**

DELIVER TO: Darren Begay

Purchasing Service Department
Admin. Building One, First Floor
2559 Window Rock Blvd.
Window Rock, AZ 86515
Re: **BID# 25-10-3909DB**

(Must Identify BID# and Company Name on the Outside of all sealed Package/Envelope)
Please submit an Original and two (2) copies for your sealed bid.

CONDITIONS GOVERNING THE INVITATION FOR BIDS:

Must provide qualifications, credentials and experience with payroll, ranch management and marketing services.

Navajo Preference applies but does not guarantee Bid Award.

The Navajo Nation is not bound to enter into a contract under this RFP and may issue a subsequent RFP for the same purchase. Since the Navajo Nation is a sovereign government, all contracts entered shall comply with Navajo Nation Law, rules and regulations, as well as federal laws, rules and regulations.

CONDITIONS GOVERNING THE PROCUREMENT:

Bid shall be effective on the date of award.

INSTRUCTIONS TO OFFERORS:

Must Identify **Bid #25-10-3909DB** and Company name on the outside of all sealed package/envelopes.

Submit an original and two (2) copies of sealed bid.

Visibly mark on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act.

It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

CLOSING REMARKS:

The Bid will open on **November 3, 2025** and close on **November 11, 2025** at 5 pm Mountain Time. RFP's received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the proposer is responsible for ensuring delivery will be made directly to the required location.

Please include the W-9 and the Debarment, Suspension and Contracting Eligibility Forms.

After BIDs are received, the BIDs will be reviewed by the BID TEAM **On November 12, 2025** and a selection will be made. The selected vendor will be notified by Navajo Fish and Wildlife staff.

**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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ 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. ☐ 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) _____
	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 ☐		(Applies to accounts maintained outside the United States.)
	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 <i>How to get a TIN</i> , 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 <i>What Name and Number To Give the Requester</i> 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.
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

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