

Kayenta Chapter
Request for Proposals for Audit Services
RFP BID No.26-01-3964SB

INVITATION: The Kayenta Chapter is soliciting proposals from public accounting firms to conduct the financial statement audit of the Kayenta Chapter for fiscal years 2020, 2022, and 2024.

BACKGROUND Kayenta Chapter is a governance-certified chapter operating under the Five Management System Policies and Procedures. Kayenta Chapter currently consists of two full-time employees and serves members registered to vote within the jurisdiction boundary lines. Kayenta 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	January 12, 2026
RFP- Questions Due	January 23, 2026
RFP- Submittals Due	January 30, 2026
Official Opening of RFP Proposals	February 6, 2026
Notice of Selection	February 13, 2026

PURPOSE/SCOPE OF WORK: The Kayenta Chapter is seeking to obtain the services of a public accounting firm to perform financial audits for fiscal years 2020, 2022, and 2024, all 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 each 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 Kayenta 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 Kayenta Chapter has adhered to specific financial compliance requirements.

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

Clairice Begay, Chapter Manager
1 mile N. Hwy 163
Kayenta, Arizona 86033
Phone: (928)697-5520
Email: cbegay@nnchapters.org

Questions regarding this RFP will be accepted until 5:00 PM (MDT) on January 23, 2026.

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

Clairice Begay, Chapter Manager
1 mile N. Hwy 163
Kayenta, Arizona 86033
Phone: (928)697-5520
Email: cbegay@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: Kayenta 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 Kayenta 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 5:00 p.m. (MDT) on January 30, 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 Kayenta Chapter and will not be returned to the Bidder. Responses received will be retained

by the Kayenta Chapter and may be reviewed by any person after final selection has been made. Kayenta 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.** The bidder must submit a cost and budget breakdown. This section must include a detailed cost proposal broken down into the following areas:

- a. Price of service fees;
- b. Navajo Nation Tax of 6% or applicable local tax; and
- c. Total Cost.

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 the execution of 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 Kayenta 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, Kayenta Chapter may elect to evaluate the RFP solely.

2. SELECTION CRITERIA

Presentation of Response	1-20 points
Completeness and Clarity of Presentation	
Statement of Qualifications	1-10 points
List of three client references	
Technical Requirements	1-20 points
Project description and Project accomplishments	
Project Management	1-20 points
Project Management experience, schedule/project plan/staffing	
Related Experience/Education credentials	1-30 points
NN Vendor Priority 1 or 2/Cost of Service	
Total Possible Points	100 POINTS

GENERAL TERMS AND CONDITIONS

1. **STANDARD CONTRACT:** Kayenta 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. Kayenta Chapter's decision to terminate or reduce the scope due to the insufficient appropriations shall be accepted as final by the Bidder.