

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**RFQ BID NUMBER: 2401-3238GC**  
**PROJECT MANAGEMENT SERVICES FOR**  
**DEVELOPMENT PROJECTS ON THE NAVAJO NATION**  
**February 12, 2024**

**1. GENERAL**

The Division of Economic Development (DED) request for Request for Qualifications for a qualified and experienced Project Management consultant to help deliver high-quality solutions to the Navajo Nation Division of Economic Development's leadership and management teams, and co-coordinate with the project team.

**2. BACKGROUND**

The Division of Economic Development is established to promote and support an environment that is conducive to business development in the commercial, small business, tourism, and industrial sectors of the Navajo Nation economy thereby improving the quality of life for the Navajo people. DED faces the challenge of developing, promoting, supporting and sustaining a thriving economy for the Navajo people and their communities. DED's focus is on Projects that are construction-ready or near completion of the Development Phase.

**3. SCOPE OF WORK**

- A. The Project Management consultant is to provide guidance and support to the project teams in applying the principles of Project Management on projects of various sizes and scopes across the Navajo Nation. The consultant will assist the project team in defining the project objectives, scope, schedule, budget, risks, quality, and deliverables.
- B. The consultant will also facilitate the communication and coordination among the project stakeholders, monitor and report on the project progress and performance, and identify and resolve any issues or challenges that may arise during the project lifecycle. The consultant will adhere to the DED/Project Management Department's policies and procedures, as well as the best practices and standards of Project Management.
- C. A status report that summarizes the project progress, issues, risks, and action items on a regular basis.
- D. The consultant will work closely with the DED's Director and Managers, and Regional Business Development Offices (RBDs) across the Navajo Nation, throughout the project to deliver a draft and final report within the agreed timeline and budget.

#### 4. RFQ PROCESS

- A. The full Request for Qualifications (RFQ) will be publicly advertised on the Navajo Nation Office of the Controller at [www.nnooc.org](http://www.nnooc.org), and Navajo Nation Division of Economic Development at [www.navajoeconomy.com](http://www.navajoeconomy.com).
- B. **DUE DATE:** All RFQs must be received at the Navajo Nation Division of Economic Development, No Later than **4:00 P.M. (MST), February 23, 2024**.
- C. **MAILING ADDRESS:** P.O. Box 663, Window Rock, AZ 86515
- D. **PHYSICAL ADDRESS:** Karigan Professional Office Building, 100 Taylor Road, St. Michaels, AZ 86511.
- E. **INQUIRES:** Questions or clarification can be forwarded to Myron Rintala, [mrrintala@navajo-nsn.gov](mailto:mrrintala@navajo-nsn.gov). NOTE: Inquires should reference in its subject line "Bid No. 2401-3238GC".
- F. **TOTAL OF 4 RFQ ARE REQUIRED:** A total of four copies and 1 Original RFQ (Total of 5 RFQs) must be delivered in a sealed envelope. The outside of the envelope should be clearly, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act, with the project name "PROJECT MANAGEMENT SERVICES BID # 2401-3238GC". It is the responsibility of the offeror to identify themselves as certified under the Navajo Business Opportunity Act. No electronic submittals. Late proposals will not be accepted.
- G. **RFQ PACKET REQUIREMENTS:**  
Each company shall provide information in the following format:
- a. Cover Letter (1 page) Signed by President/CEO/Partnerships
  - b. Company credentials, Project Management certifications, and resumes.
  - c. Description of qualifications to meet scope of work and capacity requirements of the undertaking. This shall include the size of the business, office location from which the service is being performed, and a list of personnel.
  - d. List of prior consultant projects or similar experience
  - e. Three (3) professional references on similar projects or similar experience
  - f. Provide Navajo Priority 1 or 2 Certification
  - g. Provide Complete – Navajo Nation Certification Debarment, Suspension, and Contract Eligibility Form.
  - h. Provide Certificate of Good Standing with Navajo Nation Business Regulatory Department.
  - i. Provide current copy of signed IRS W-9 Form.
  - j. Provide Certificate of Insurance

**5. EVALUATION AND SCORING OF RFQ**

	<b>Qualifying Point Criteria</b>	<b>Points</b>
a.	Company credentials, certifications, and resumes	20
b.	Description of qualifications and relevant experience	20
c.	A detailed description of how the report will be conducted to meet SOW. Content, Neatness, Organization Chart, Cover Letter.	25
d.	Capacity to handle consulting services of large-scale projects, plan reviews, and key personnel	25
e.	Three (3) Professional references on similar projects	10
	Total	100

**6. TERMS AND CONDITIONS**

- A. The Term of this contract will be for a period of six (6) months from the date the Navajo Nation President signs.
- B. The Navajo Nation will not relinquish any of its sovereignty rights. The Navajo Nation, but limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges.
- C. The Navajo Nation is a sovereign government and all contracts entered because of the RFQ shall comply with the Navajo Nation Law, Rules and Regulations, includes the Navajo Preference in Employment Act- and applicable Federal Laws, Rules and Regulations.



**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.

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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