

REQUEST FOR PROPOSAL

No. 19-01-1986VJ

PROPOSAL DUE DATE: February 28, 2019 (4:30 P.M. MST)

DESCRIPTION: Navajo Nation Budgeting Process and Methodology

CONTACT PERSON: Dominic Beyal, Executive Director
Office of Management and Budget
Telephone: (928) 871-6470
Email: dbeyal@omb.navajo-nsn.gov

RETURN ALL RESPONSES EITHER BY: U.S. Postal Service or Federal Express

MAIL TO : THE NAVAJO NATION
Office of Management and Budget
P. O. Box 646
Window Rock, Arizona 86515

or

DELIVER TO : THE NAVAJO NATION
Office of Management and Budget
Administration Building #1
2559 Indian Route 100
Window Rock, Arizona 86515

Management Services to Review and Recommend Navajo Nation Budgeting Process and Methodology

A. Introduction and Background

The Navajo Nation Office of Management and Budget operates through an amended, approved Plan of Operation through legislation CSCAU-50-02 which generally authorizes the office to, “..... to direct and manage the allocation and appropriation processes of all funds for the Navajo Nation and to provide management support in the areas of fiscal management, budgets, program operations and management, contracts, grants and other similar agreements. The Office of Management and Budget is to communicate key information necessary for decision-making using principals of sound management and generally accepted processes and procedures”. The office is under the legislative oversight of the Navajo Nation Council Budget and Finance Committee from which it receives general direction for the overall operation of the Navajo Nation government as it pertains to budgeting, management and fiscal affairs of the Navajo Nation.

The Branch Chiefs of the three branch Navajo Nation government and the Budget and Finance Committee have, in the past, requested the Office of Management and Budget to seek alternatives to the Navajo Nation budgeting process with more emphasis on program performance, priorities and a longer term process.

B. Scope of Work

The Office of Management and Budget is seeking proposals from qualified Navajo and non-Navajo professional organizational/management development firms or individuals to assist the Office of Management and Budget and the Navajo Nation government to develop recommendations for improved budgeting and methodology processes.

Purpose: To review the Navajo Nation budget process and provide recommendations for improvements:

- a. Review the annual comprehensive budget methodology and formulate improved recommended methodologies, e.g., performance based, priorities based, etc.
- b. Review the annual comprehensive budget process; identify weaknesses/strengths; formulate ways to improve the process.
- c. Provide recommendations on Navajo Nation Code Title 12, Chapter 7, “Appropriations Act”, Capital Budgeting process, and a two-year budgeting process.
- d. Recommendations will include “best practices” of professional organizations or entities.

Timeframe: Project to start about February 25, 2019, and end April 30, 2019.

C. Project Manager

The Project Manager is responsible to execute this procurement. All proposals will be submitted to the project manager at one of the following addresses:

Mail: Dominic Beyal, Executive Director
Emmett Francis, Budget Officer
Office of Management and Budget
The Navajo Nation
P. O. Box 646
Window Rock, Arizona 86515

Physical: Dominic Beyal, Executive Director
Office of Management and Budget
Administration Building #1
2559 Indian Route 100
Window Rock, Arizona 86515

The project manager can be reached by phone at (928) 871-6470/6570 for unofficial inquiries regarding this Request for Proposal or any related questions.

D. Awards

The purpose of this Request for Proposal (RFP) is to obtain bids from qualified firms or individuals to perform the stated Scope of Work. The Office of Management and Budget will award interested firms or individuals based on qualifications, price quote and availability. Price quotes must not exceed the maximum feasible cost for the project as determined by the project manager. Generally, the lowest quote among the interested and qualified parties will be awarded the project as long as the lowest quote: 1) does not exceed the maximum feasible cost for the project as determined by the project manager and 2) the level of services to be provided meets the requirements of this RFP. Availability of interested parties will also be considered. The project manager or a designee will review the proposals received to determine completeness and that the proposal and qualifications fits the scope of work.

E. Proposal Format

All proposals must be typewritten on standard 8 ½ x 11 paper with larger paper permissible for charts, spreadsheets, etc. placed in a binder with tabs delineating each section.

1. Proposal Organization and Deadline for Response

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. Responding firms or individuals shall provide five (5) identical copies of the proposal to the project manager.

A. Letter of Transmittal

- B. Statement of Qualifications
- C. Proposed Approach
- D. Project Approach
- E. Budget / Costs

With each section of the proposal, responders should address the items in the order in which they appear in this RFP. Any proposal not adhering to these requirements may be deemed non-responsive and rejected on that basis.

Responders may attach other materials which they feel may improve the quality of their responses. These items should be included as items in a separate appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal which must:

- A. Identify the submitting firm or individual
- B. Identify the name and title of the person authorized to contractually agree or obligate the firm or individual
- C. Identify the name, title and telephone number(s) of the person authorized to negotiate on behalf of the firm or individual
- D. Identify the name(s), title(s) and telephone number(s) of a person or persons to be contracted for clarification regarding responses to the RFP
- E. Explicitly indicate acceptance of the conditions governing this procurement
- F. Be signed by the person authorized to contractually agree or obligate firm or individual
- G. Acknowledge receipt of any and all amendments to the RFP

3. Qualifications

The responder must submit a qualifications or experience statement regarding similar engagements. The statement of qualifications or experience should describe how the responder applied expertise on past similar projects.

The responder must submit a resume or resumes for all key members proposed to be assigned to this RFP project. The resumes and/or experiences narratives should describe the specific experience of each member as it relates to some of all of the knowledge and experience requirements needed for this project as described in this RFP.

Responders must submit three (3) references. Each reference provided must include the name, address and telephone number(s) of a contact person who can describe, in some detail, the quality, quantity and substance of the services provided. The references should be provided for previous clients who have received similar services to those required in this RFP. The responder must also submit the same for any subcontractors the responder may have used on similar projects.

4. Proposed Approach

Responders must provide specific objectives they what to achieve in order to fulfill the scope of work contained in this RFP. The responder should also describe the product or services the responder will provide.

5. Project Approach

Responders must respond to the detailed Scope of Work as found in Section B. Responders must describe how they plan to accomplish each required task and the estimated hours required to perform each task. In the work plan response, responders must identify the member or member(s) of the firm proposed to perform each task to enable the Office of Management and Budget to match and evaluate the proposed member(s)' qualifications to perform the required task or tasks.

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