

REQUEST FOR PROPOSALS (RFP)

For Consultant Service on Indirect Cost (IDC) Rate Proposal and other related activities

PROPOSAL DUE DATE: By September 1, 2016 @ 4:30 PM
Daylight Savings Time (DST)

CONTACT PERSON: Cordell Shortey, Contracting Officer
The Navajo Nation
Office of Management and Budget
(928) 871- 6033

✓ CLEARLY MARK THE PROPOSAL/ENVELOPE “**DO NOT OPEN - RFP On IDC Consultant**” AND

✓ RETURN TO THE ATTENTION OF CORDELL SHORTEY, CONTRACTING OFFICER AT:

DELIVER TO: The Navajo Nation
Office of Management & Budget,
Administration Building One (1)
Window Rock Boulevard
Window Rock, AZ 86515

OR

MAIL TO: The Navajo Nation
Office of Management & Budget
P.O. Box 646
Window Rock, AZ 86515

The Navajo Nation reserves the right to reject any or all proposals if such proposals are deemed non responsive by the Nation.

Instructions

Section I. General Information

- A. Request for Proposal (RFP): The Navajo Nation (“NN”) is soliciting written proposal from certified public accounting (CPA) firm on preparation of Indirect Cost (IDC) Rate Proposals for Fiscal Years (FY) 2017, 2018, 2019 and 2020 and perform other related activities. The Proposal shall be prepared in accordance with 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (aka Super Circular). This RFP provides information, instructions and requirements on preparation of IDC rate proposals.
- B. Background Information. The Office of Inspector General (OIG) advised that in previous IDC rate negotiation, that certain cost provided direct benefit to only grant programs and were not allowable to be recovered from the federal government due to limitations in the NN’s previous accounting system. To compensate for that situation, the NN and OIG agreed to an alternate method of calculating the indirect cost rate. The OIG agreed, under this alternate method, to give the NN a 10% “allowance for reduced administrative services.” Therefore, the NN’s base expenditures were reduced by the 10% allowance thus lowering the overall direct cost base. The Fiscal Year (FY) 2006 IDC rate proposal was prepared utilizing the agreed upon 10% allowance methodology.

The NN’s financial and accounting records is maintained on J.D. Edwards Enterprise One PeopleSoft Version 9.1.2 Financial Management Information System (FMIS) and includes the use of Enterprise Resource Planning (ERP) financial software and technology by the NN’s Office of the Controller. The IDC proposal will be prepared based upon audited financial records obtained from the “Budgetary Basis Expenditures” which are presented on a project to-date basis. Consequently, adjustments will be required to arrive at the appropriate period and net expenditures.

The NN operates on October 1 to September 30 FY cycle. The financial and accounting records on the NN’s General Fund and External Grants funds are maintained on fiscal date pattern which begin October 1 and end September 30. The Audit Report on FY 2015 was issued and filed on June 30, 2016 with federal audit clearinghouse.

The Office of the President and Vice President (OPVP) provide executive management of the NN government. The OPVP has full authority to conduct, supervise and coordinate personnel and programs of the NN. The OPVP has fiduciary responsibility for the proper and efficient operation of all offices and departments that represents.

The location of the NN extends into the states of Utah, Arizona and New Mexico, covering over 27,000 square miles which is larger than 10 of the 50 states in America.

- C. Inquiries: Cordell Shortey, Contracting Officer, or Christine M. Chavez, Deputy Contracting Officer, may be contacted at 928-871-6033 or email below on questions regarding this RFP: cshortey@omb.navajo-nsn.gov or cchavez@omb.navajo-nsn.gov.
- D. Proposal Due Date and Format:

1. Due Date: An original and four copies of the proposals must be physically received by the NN Office of Management and Budget (OMB) at the address on cover page, by no later than 4:30 p.m. (DST), September 1, 2016. Firms that mail their proposals should allow sufficient time for mail delivery to ensure receipt by the due date/time. No proposals will be accepted after the due date. Facsimile or e-mail proposal will not be accepted.
 2. Format: The proposal shall be formatted as outlined in Section III. below and submitted in a sealed envelope clearly marked “**Do Not Open – RFP on IDC Consultant**”.
- E. Addendum to this RFP: The NN reserves the right to issue written addendum to this RFP at any time as circumstance require.
- F. Acceptance of Proposal for Consideration: Only those proposals that meet due date/time indicated at Section I. D. above shall be accepted for consideration. Proposals that fail to comply shall not be considered.
- G. Rejection of Proposals: The NN reserves the right to reject any or all proposals if such proposals are deemed non responsive by the NN.
- H. Proprietary Information: Any restrictions on the use of data contained within any proposal must be clearly stated in the proposal by the CPA firm. Each and every page of the proprietary material must be marked or identified “Proprietary”.
- I. Ownership of Proposal: All material submitted in response to this RFP shall become the property of the NN and not returned to the CPA firm.
- J. Cost Incurred on Proposal: The NN is not liable for any cost incurred by the CPA firm in response to this RFP prior to issuance of the contract.
- K. Proposal is Binding: The proposal becomes binding when it is accepted by the NN. Failure of the CPA firm that is offered the contract award to negotiate final terms of a contract and abide by established timelines shall result in cancellation of the offer.
- L. If the CPA firm in its present form or any other identifiable capacity as an individual, business, corporation, partnership or other entity, has an outstanding money judgment against it in favor of the NN or a delinquent accounts receivable debt which is due and owing to the NN, upon due notice the NN may offset its money claim against any amount it owes to or has an account payable to the individual, business, corporation, partnership or other entity.
- M. Evaluation Procedures:
1. The NN will evaluate the proposals in accordance with the criteria used herein and make a selection within fifteen (15) calendar days after the closing date. No inquires will be accepted during the evaluation period.

2. All proposals will be publicly opened at the NN OMB at 9:00 a.m. (DST), September 6, 2016.
3. Upon request by the NN, the CPA firm shall provide any additional information deemed necessary to conduct a thorough and complete evaluation. The proposal shall contain substantially all components specified in Section III. Proposal Content; Evaluation Criteria and Rating System; and evaluated on a 100 point system.

N. Contract Award:

1. Selection of Firm. The CPA firm that the NN determined most responsive based upon the rating system shall be offered the contract award.
2. Standard Contract. Pursuant to the Navajo Nation Procurement Rules, the NN will enter into a standard form Professional Services Contract (PSC) with the CPA firm as the contractor. The NN reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to this RFP.
3. A Notice to Proceed will be issued to the Contractor by the NN when the PSC is executed.

Section II. Scope of Work

Contractor obligations are as follows. The proposals prepared by the Contractor shall be submitted to NN OMB for review and acceptance. The proposal accepted by the NN will be submitted to the federal cognizant agency by the NN.

1. Deliverables:

- A. Submit IDC rate proposal for Fiscal Year (FY) 2017 within forty-five (45) days after Notice to Proceed is issued on the PSC by the NN.
- B. Submit IDC rate proposals for FY 2018, 2019, and 2020 in accordance with timeline below:
 - i. FY 2018 – February 28, 2017.
 - ii. FY 2019 - February 28, 2018
 - iii. FY 2020 - February 28, 2019
- C. Submit most practical allocation method for IDC rate proposals to benefit the NN.
- D. Submit all working documents used to develop the NN's IDC proposal in electronic form to CGS/OMB.
- E. Communicate all inquiries on the IDC rate proposal by the federal cognizant agency to NN OMB. The response cleared by the NN can be submitted to the federal cognizant agency by the contractor.

2. Perform:

- A. In development of FY 2017 IDC rate proposal, review the NN's FY 2014 audited financial statements and perform cost analysis and compile cost schedules based on such to support the proposal.
- B. In development of FY 2018 IDC rate proposal, review the Nation's FY 2015 audited financial statements and perform cost analysis and compile cost schedules based on such to support the proposal.
- C. In development of FY 2019 IDC rate proposal, review the Nation's FY 2016 audited financial statements and perform cost analysis and compile cost schedules based on such to support the proposal.
- D. In development of FY 2020 IDC rate proposal, review the Nation's FY 2017 audited financial statements and perform cost analysis and compile cost schedules based on such to support the proposal.
- E. Analyze the following:
 - 1) The current methodology in determining IDC rate by assessing cost paid per fund source and/or contract by programs to delineate direct and indirect cost expenses paid.
 - 2) Determine the programs that are central support service providers so these can be considered for allocation of IDC funds recovered.
 - 3) Determine methodology for use in allocation strategy and process so programs are considered for rational allocation of IDC funds.
- F. Recommendation on how to change and/or improve the process and/or methodology to include central local government and regional area agencies providing support cost in the preparation of all the IDC proposals and allocation plans.
- G. Guarantees by the Contractor: The contractor shall assist with the negotiation on approval of the IDC rate proposal. The contractor shall defend the NN for three (3) years after the proposal is approved by the federal cognizant agency to assist the NN in responding to audit issues or question by the federal agencies. All written documents and/or electronic files of the proposal that is submitted to the federal cognizant agency shall be provided to the NN.

Section III. Proposal Content; Evaluation Criteria and Rating System

The CPA firm shall prepare proposal in the following format, components and address the criteria specified which will be evaluated accordingly. Failure to provide any information requested in this RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of an approving official to bind the offer to the execution of the proposal.

A. Qualification - (25) Points:

1. Letter of interest that explains why CPA firm should be selected and perspective on your ability to perform, complete the project on time and within the contract amount. Provide evidence that the firm has the administrative, technical and financial capability to perform the required services.
2. Provide profile on your firm, organization structure and number of years in the business. Submit resume of personnel who will be involved with project including their qualifications, experience with IDC and a statement indicating task each will be assigned to perform.
3. Provide the firm's latest financial statements that include the Balance Sheet, Income statement and any financial records to demonstrate financial security and stability.
4. Provide explanation on the degree to which the firm worked with Super Circular.

B. Experience - (25) Points

1. Provide evidence of personnel experience and services rendered related to scope of work to other government or organization. Include detail list of recent cost allocation experience, IDC rate proposal and negotiation, analysis of such and/or include a portfolio of work similar to the services requested herein.
2. Provide (2) references on contracts undertaken of similar size and scope outlined in Section II. above. Additionally, provide reference on contract awarded within the past (2) years. Reference must include name of company contracted with, the length of contract term, contact person's name, address and telephone numbers. References should be able to verify the service levels and capability of the firm to provide these services as stated herein.
3. Provide record of past performance that demonstrates administrative and technical capability to perform the required services and ability to complete the project on time.

C. Project Approach – (20) Points

1. Submit a precise, specific plan that details the work to be conducted. Include a projected schedule by major tasks, personnel to complete task and timeline when each phase will begin and end. The schedule should clearly delineate each point in time where project deliverables and reports are planned.
2. Availability of the personnel and management to meet in person or teleconference with representatives of the NN.

D. Project Cost – (20) Points

Provide proposed cost separately by deliverables outlined in Section II. 1. above, of performing contract services, breakdown by key cost components to include personnel, equipment, supplies, overhead expenses, and profits, identifying travel expenses or unusual expenses if applicable. A proposal may be considered unresponsive for failure to provide complete list of expenses to be charged.

E. Other – (10) Points

Provide information beyond the proposal components specified at Section III. A. through D. that the CPA firm believes why they should be selected and offered the contract. For example use of technology, the firm’s knowledge of the NN government, etc.

Section IV: Questions

1. Has any officer or partner of your organization been an officer or partner of another organization that failed in the last ten (10) years to complete a contract? _____

If yes, state circumstances:

2. Has your enterprise failed in the last ten (10) years, to complete any work awarded to it or to complete the work on time? _____

If so, note when, where, and why: _____

3. Is anyone in the enterprise, currently subjected to an administrative sanction issued by any department or agency of the Federal Government?

_____ YES _____ NO

4. Will any part of the described scope of work be sub-contracted out by your enterprise?

_____ YES _____ NO

If yes, complete:

6. Does any person in your enterprise intend to enter into any type of agreement with any other concern or person which relates to or affects the on-going administration, management or operations of your enterprise? These include but are not limited to management, joint venture agreements and any arrangement or contract involving the provisions of such compensated services as administrative assistance, data processing, management consulting of all types, marketing, purchasing, production, and/or other type of compensated assistance.

_____ YES _____ NO

If yes, attach a copy of any written agreement or an explanation of any oral or intended agreement.

7. Has your enterprise ever been subjected to a judgment of any court or administrative sanction (Federal, State, or Tribal)?

_____ YES _____ NO

Has any individual within your enterprise ever been subjected to judgment of any court or administrative sanction (Federal, State, or Tribal)?

_____ YES _____ NO

If the answer is yes to either question, furnish details in a separate attachment.

8. Has any person within your enterprise ever been involved in a bankruptcy or insolvency proceeding? _____ YES _____ NO

If yes, furnish details in a separate exhibit.

9. a. Indicate the core crew employees in your work force, their job titles, and whether they are Indian or Non-Indian. Core crew is defined as an individual who is a current bona-fide individual who is regularly employed by the contractor in a supervisory or other key position when work is available. Attach a brief resume of the education, technical training, business, and employment history and business experience for each officer, partner, and/or subcontractor.

b. Over the past three (3) years, what has been the average number of employees:

10. Attach certification by a tribe or other evidence of enrollment in a federally recognized tribe for each officer, partner, or individual designated as an Indian, who will perform any task described herein.

11. Attached a certified copy of the charter, article of incorporation, by-laws, partnership agreement, joint venture agreement and/or other pertinent organizational documentation.

12. Attach evidence that the enterprise (or an individual in it) is appropriately licensed for the type of work that is to be performed. Include Federal I.D. Number.

- NOTE:**
- I. Omission of any information may be caused for this proposal not receiving timely and complete consideration.
 - II. Knowing that the Navajo Nation must approve a contract between the enterprise and the Nation, the persons signing below certifies that all information in this **QUALIFICATION STATEMENT**, including exhibits and attachments, is true and correct.

III. Print and type name below all signatures.

If applicant is Sole Proprietor, Sign Below:

Name Date

If applicant is in a Partnership or Joint Venture, all Partners must sign below:

Name Date

Name Date

If applicant is a corporation, affix corporate seal

Corporate Seal Date

By: _____
President's Signature

Attested by: _____
Corporate Secretary's Signature