



**NAVAJO HOUSING AUTHORITY**

**REQUEST FOR PROPOSAL**

**Advertised – RFP #665 Cell Phone and Service**

**PROPOSAL DUE DATE:** **May 14, 2026, at 4:45 PM**  
Mountain Standard Time (MST)

**CONTACT PERSON:** Myron Tommy, Procurement Specialist  
Navajo Housing Authority  
Procurement Department  
E-mail: [mtommy@hooghan.org](mailto:mtommy@hooghan.org)

**Delivery Addresses**

Navajo Housing Authority Procurement Department **will not** be accepting in-person or post office/courier submissions from Vendors on any solicitation responses at this time. Response submission will be accepted via electronic mail.

**SECTION I**  
**General Information**

1. NHA Background Information: The Navajo Housing Authority (NHA) is an enterprise of the Navajo Nation, which covers approximately 27,000 square miles including the states of Arizona, New Mexico and Utah. NHA manages 15 housing management offices located in major communities within the boundaries of the Navajo Nation Reservation. The central office or headquarters is located in Window Rock, Arizona.
2. NHA is recognized as the Tribally Designated Entity of the Navajo Nation Government and is governed by its own Board of Commissioners selected by a nomination committee composed of the Navajo Nation President, Navajo Nation Council Speaker and the Resources and Development Committee Designee. The NHA Board of Commissioners are then confirmed by the Naabik'iyati' Committee. As the Tribally Designated Housing Entity, NHA has full responsibility for managing the Native American Housing Assistance Self Determination Act (NAHASDA) Indian Housing Block Grant for the Navajo Nation. The NHA allocates the NAHASDA grants to various organizations for the purpose of building affordable homes for Navajo families. The NHA currently operates and maintains over 7,000 dwelling units across the Navajo Nation. NHA is also in the business of developing and constructing residential homes (both rental and homeownership housing units) including qualified public buildings such as day care centers, group homes for the elderly, college student housing complexes and such other public facilities.
3. Request for Proposals (RFP):  
The Navajo Housing Authority (NHA) invites professional firms to submit a proposal for Cellular Phones and Service for the IT Department. This invitation is **unrestricted**: however, preference shall be given to Navajo or Indian Organizations and Navajo or Indian Owned Enterprises. Award will be in accordance with 24CFR 1000.48, 1000.50 and 1000.52. The entities who respond to this RFP are herein referred to as the Professional Firm(s).
4. Scope of Work in General: The Scope of Work shall contain the list of materials and/or services to be performed.
5. RFP Packet: This contains the instructions governing the proposal preparation, required documents to be submitted and evaluation criteria are provided herein and mandatory requirements which must be met to be eligible for consideration.
6. Estimated Schedule of Activities:

<u>Activities:</u>	<u>Due Dates:</u>
a. Advertisement	April 16, 2026, to May 14, 2026
b. Inquiries Due	April 24, 2026 @ 2:00PM MDST
c. Request for Proposal Due:	May 14, 2026 @ 4:45PM MDST
d. Evaluation of Proposals:	May 2026
e. Execution of Contract/NTP:	<b>June 2026</b>

*\*The NHA will issue an addendum if there is any deviation from the due date.*

7. Inquiries: **ANY AND ALL inquiries or questions shall be submitted in writing to Myron Tommy, Procurement Specialist, by April 24, 2026, @ 2:00PM (MDST) via email at [mtommy@hooghan.org](mailto:mtommy@hooghan.org).** All responses will be made in writing to all Firm(s) who have an interest in this RFP.
8. Addendum of Supplement to this RFP: In the event it becomes necessary to revise any part of the RFP, the Procurement Department shall issue a written addendum on the specifics of the change(s) and inform all concerned.
9. Late Receipt of Proposal: Late proposals shall not be accepted. It is the responsibility of the professional firm to ensure the proposal is electronically received at the Procurement Department prior to the due date and time specified, NO Exceptions.
10. Rejection of Proposals: The NHA reserves the right to reject any or all proposals and to waive all informalities in the proposals received whenever such rejection or waiver is in the best interest of the NHA.
11. Proprietary Information: Any restrictions on the use of data contained within any proposal must be clearly stated in the proposal itself. Each page that contains proprietary information must be labeled or identified with "Proprietary".
12. Ownership of Proposals: All materials submitted with the proposal accepted shall become the property of the NHA and not returned to the professional firm. The NHA has the right to use any or all information presented in the proposal for the purpose of review and qualification. Disqualification or non-selection of the offeror or proposal does not eliminate this right.
13. Incurring Cost: The NHA is not liable for any cost incurred by the Professional Firm(s) prior to issuance of the contract award for the Professional Firm.
14. Acceptance of Proposal Content: The contents of the proposal of the successful Professional Firm(s) will become contractual obligations if acquisition action ensues. Failure of the successful Professional Firm(s) to accept these obligations may result in cancellation of the award and such Professional Firm(s) may be removed from future solicitation. The NHA reserves the right to pursue appropriate legal action in the set of circumstances in Navajo Nation Tribal Courts.
15. Acceptance Time: There **will be no inquiries accepted after the closing date of this solicitation.**
16. System for Award Management: All Vendors, Firms, Contractors and Sub-contractors must be actively registered with the System for Award Management (SAM) and received a Unique Entity Identification (UEI) number. The NHA will not award any contract(s) to businesses who do not meet this requirement.
17. Award of Proposal: Upon selection, the contract document will be prepared and delivered to the Professional Firm and the proposal deliverable submitted by the Firm will become part of the contract.
18. Evaluation Procedures and Criteria:
  - a. All proposals **will not** be publicly opened at or on the specified due date.

- b. Review: A review team will evaluate all proposals received in accordance with the general criteria used herein. The Professional Firm(s) should be prepared to provide any additional information the team feels necessary for the fair evaluation.
- c. Endorsement: Failure of the Professional Firm(s) to provide any information requested in the proposal will result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offer to execute the proposal.
- d. Compliance with NAHASDA Navajo or Indian Preference Requirements.
  - i. Navajo Preference: This RFP is **not restricted** to Navajo organizations and Navajo owned economic enterprises pursuant to 24 CFR 1000.48 (a) (2) of NAHASDA. In the award of contract, the NHA gives preference to Navajo organizations and Navajo-owned economic enterprises pursuant to 24 CFR 1000.48 (a) (2) of NAHASDA and Navajo Business Opportunity Act (NBOA) 5.N.N.C. 201 § et. Seq. Professional Firm(s) must provide evidence of at least 51% Navajo ownership and indicate if Firm is a partnership, corporation, joint venture, sole proprietorship, or other legally bound arrangement with appropriate ownership documents.
  - ii. The Navajo Nation Contract and Purchase Certification and Certificate of Eligibility is reviewed, monitored and issued by the Navajo Nation Business Regulatory Department under the Navajo Nation Division of Economic Development. NHA shall require the current Navajo Nation Contract and Purchase Certification and Certificate of Eligibility from offerors seeking Navajo Preference at the time of proposal submission.
    - a. Application of Navajo Preference. Businesses are certified according to the following priority classification:
      - 1. Priority #1 – 100% Navajo-owned and controlled business entity.
      - 2. Priority #2 – Certification shall be granted to:
        - a. Any fifty-one percent (51%) to ninety-nine percent (99%) Navajo; or
        - b. Fifty-one percent (51%) to one hundred percent (100%) other Indian-owned and controlled business; or
        - c. One hundred percent (100%) Navajo owned and controlled economic enterprise having its principal place of business on or off the Navajo Nation.
          - i. The qualified Navajo-owned economic enterprise or Priority #1 organization are entitled to an award of 10 points of the available rating.
          - ii. The qualified Navajo-owned economic enterprises or Priority #2 organization are entitled to an award of 5 points of the available rating.

- b. Navajo Preference Company Ownership. If a Navajo Preference individual owns 51% or more, the Navajo Preference owner shall participate in more than 50% of the project and shall not offer or bid to any single sub-contractor(s) who is not Navajo Preference.

After applying Navajo Preference, if there is no Priority #1 or Priority #2 responsive and responsible bidder or offeror for a given solicitation. NHA will apply Indian Preference pursuant to Section 7(b) of the Indian Self-Determination and Education Assistance Act (ISDEAA) of 1975, preference in the award of contracts and subcontracts shall be given to Indian-owned economic enterprises and Indian organizations. The definitions of "Indian," "economic enterprise," and "Indian Organization" shall be as defined in 24 C.F.R. 1000.48, 1000.50, and 1000.52 respectively. If there is a Priority #1 or Priority #2 responsive and responsible bidder or offeror for a given solicitation, Indian Preference shall not apply.

iii. Indian Preference:

This RFP is **not restricted** to Indian organization(s) and Indian owned economic enterprises pursuant to 24 CFR 1000.48 (a) (2), 1000.50 and 1000.52 of NAHASDA. In the award of contract, the NHA gives preference to Indian organizations and Indian-owned economic enterprises pursuant to 24 CFR 1000.48 (a) (2) of NAHASDA. Firm(s) must provide evidence of at least 51% or more Indian ownership from a recognized Indian Tribe. Indicate if vendor is a partnership, corporation, joint venture, sole proprietorship, or other legally bound arrangement with appropriate ownership documents.

- a. Application of Indian Preference. If an RFP is not restricted to qualified Indian-owned economic enterprises or organizations, the NHA Procurement Department will review and certify which of the Offerors are qualified Indian-owned economic enterprises or organizations. The qualified Indian-owned economic enterprises or organizations are entitled to an award of 5 percent of the available rating.
- b. Indian Preference Company Ownership, if a Vendor or Contractor is 51% or more owned by an Indian Preference individual, the Indian Preference owner shall participate in more than 50% of the project and should not be proposed out to any single sub-contractor(s) who are not Indian Preference.

The Firm(s) shall submit a completed Form NHA Employment and Training Statement (Exhibit B) attesting to give preference and opportunity for training and employment to Navajos or Indians in implementing the contract pursuant to 24 CFR 1000.48 (a) (1), 1000.50 and 1000.52 of NAHASDA. Failure to do so shall be grounds for NHA to reject the proposal and returned to the Firm unrated.

**19. Organization Business Parameters**

- a. As used herein, the term, Professional Firm(s) means any of the following entities: The Professional Firm(s) or if the Consultant(s) is a partnership, joint venture, limited liability company, or other form of association, any general partners, joint venture members, or members of the Consultant(s). The lead sub-consultant(s), and/or the firm or personnel is to perform 25% of the work, quality assurance inspection, materials, testing and provide documentation for the project.
- b. Team Continuity and Changes to Organizational Structure:  
Following submittal of the proposal, Key Personnel or Major Participants identified in the proposal may, not at any time be removed, replaced, or added without the written approval by the NHA. The NHA may revoke the responsive status of an offeror if any Key Personnel or Major Participant identified in the proposal is removed, replaced, or added without NHA approval. To qualify for approval, the written request shall document that the proposed removal, replacement, or addition will be equal to, or a more qualified Key Personnel or Major Participant provided in the proposal.
- c. Sale of the Business Structure:  
Following submittal of the proposal, if the business goes through a sale and new ownership is established, the offeror shall provide written documentation, supporting technical, administrative and financial capacity information for NHA's review and approval. In the best interest, the NHA may terminate the contract for convenience.

**20. Additional Information:**

The NHA will request additional information as determined by the offeror after proposal submission. Upon request, offerors will be required to submit by NHA's specified due date and time.

- 21. Standard Contract:** A Standard Professional Services Agreement may be negotiated with the Professional Firm whose proposal is determined to be most advantageous to the NHA, in consideration of qualifications, knowledge of Tribal standards, NAHASDA rules and regulations, and cost. The Navajo Housing Authority reserves the right to incorporate standard contract provisions into any contract negotiations because of a responsible and responsive proposal in response to this RFP; such standard contract provisions include but are not limited to non-waiver of sovereign immunity by NHA. Navajo Nation laws govern the contract and Navajo Nation courts shall have sole and exclusive jurisdiction over any dispute(s) that may arise.

The NHA will negotiate contract terms upon selection. All contracts are subject to review by the NHA. The contract outlines the terms, scope and other necessary items prior to award of a contract.

The NHA will award the contract to the responsible offeror, whose proposal is the most advantageous to the NHA, subject to the negotiation of an acceptable contract and approval of the contract. The NHA reserves the right to amend or cancel the proposal in whole or in part; to accept or reject any or all proposal(s) received or portions thereof; to waive any formalities or technicalities; to interview offeror; and

to obtain additional information to determine an offeror responsibility and/or capacity, and to negotiate terms and conditions with any offeror. All or part of a proposal may be incorporated into the final contract. Withdrawal of this request for proposal or the rejection of a proposal for any reason, or no reason, shall be without liability on the part of the NHA for any costs, fees, damages or penalties or any other remedy on behalf of any proposer. All documents (digital and hard copies), specifications and other work developed in the performance of this agreement by Professional Firm shall become the sole property of the NHA and shall not be used for any other purpose or released to any third party without the express written consent of the NHA.

By submitting a proposal, the Professional Firm agrees to these conditions.

- 22. Interviews: In the best interest of NHA, interviews may be necessary in the selection of the proposal(s).
- 23. Insurance Requirements: The selected Professional Firm agrees to maintain professional liability insurance with an insurance company in good standing, name NHA as an additional insured, insuring payment of damages arising out of the performance of professional services for the NHA, in Firm's capacity if such damages are caused by error, omission or negligent act of the insured or any person for whom the insured is legally liable and responsible.

Additionally, the following minimum amounts of Liability Coverage shall be maintained by the firm during the life of the contract.

<u>Insurance</u>	<u>Limit or Amounts</u>
1. Workers' Compensation	Statutory Limits
2. Employers Liability	One Accident \$100,000
3. Protective Liability	Bodily Injury \$1,000,000/2,000,000
4. Protective Liability	Physical Injury \$1,000,000/2,000,000
5. Public Liability	Bodily Injury \$1,000,000/2,000,000
6. Public Liability	Physical Injury \$1,000,000/2,000,000
7. Pollution (Environmental Liability)	\$1,000,000 Each Occurrence
8. Automobile Insurance	Bodily Injury \$1,000,000.00/2,000,000
9. Automobile Insurance	Physical Injury \$1,000,000.00/2,000,000
10. Errors and Omissions Liability	\$500,000/500,000

- 24. Arbitration: The Navajo Nation Sovereign Immunity Act provides the opportunity to parties doing business with the Navajo Housing Authority to engage in settlement of agreement of disputes through arbitration, 1 N.N.C. §554(J).

## **SECTION II Scope of Work**

### **I. Executive Summary**

The Navajo Housing Authority is requesting proposals from Cellular Phone Service providers for cellular phone devices with Talk, Text and Data services for a period of 24 months. The NHA requires business continuity with employees on and off the Navajo Nation. The service is to be utilized primarily on the Navajo Nation and thus requires significant home coverage across the Navajo Nation. The Navajo Nation stretches across portions of north-eastern Arizona, South-eastern Utah, and north-western New Mexico.

### **II. Scope of Work**

*The NHA requires three hundred fifty (350) cellular smartphones.*

*The term for services shall be twenty-four (24) months*

#### Cellular Phone (340)

- Physical Phone – Samsung Galaxy S25 FE 5G Smartphone.
- Android OS base phone.
- Galaxy S25 FE 5G Screen Protector.
- Galaxy S25 FE 5G Device Hard Case.
- Services - unlimited talk & text, unlimited roaming.
- Data – unlimited, bandwidth.
- Coverage – Navajo Nation Wide.
- Area prefix – See phone number assignments.

Seed Devices (10) – ten non-provision cellular devices for on-hand cache for replacement devices.

#### Phone Number Assignments:

The following is a series of phone number requirements for specific locations to better serve our customers, as some customers are unable to make long-distance calls from their local community. The goal is to create a number that is reachable as a local number in the areas of assignment.

- 66 cell phones require a phone number associated with use in the Window Rock, AZ area
- 116 cell phones require a phone number associated with use in the Fort Defiance, AZ area
- 10 cell phones require a phone number associated with use in the Ganado, AZ area

- 17 cell phones require a phone number associated with use in the Chinle, AZ area
- 8 cell phones require a phone number associated with use in the Tuba City, AZ area
- 14 cell phones require a phone number associated with use in the Holbrook, AZ area
- 14 cell phones require a phone number associated with use in the Kayenta, AZ area
- 10 cell phones require a phone number associated with use in the Pinon, AZ area
- 19 cell phones require a phone number associated with use in the Shiprock, NM area
- 11 cell phones require a phone number associated with use in the Farmington, NM area
- 46 cell phones require a phone number associated with use in the Gallup, NM area
- 9 cell phones require a phone number associated with use in the Zuni, NM area

#### Data Rates Availability

- Minimum of 5G or greater
- Cellular Service Towers – Established service towers near and/or within the range of our AZ and NM site office locations. Site offices located in Arizona: Window Rock, Fort Defiance, Ganado, Dilkon, Chinle, Pinon, Tuba City, and Kayenta. NM site offices: Navajo, Tohatchi, Shiprock, Ojo Amarillo, Crownpoint, Thoreau, Tohajiilee, and Pine Hill. Provide map of Navajo tribal reservation where service provider cellular towers are located.
- Coverage Home Area – The Navajo Nation host several areas where there limited cellular reception. The employee will require constant connectivity and shall not have to experience any ‘roaming’ and/or ‘no connectivity’ while in the home area.
- Cellular Stores – Our Navajo Housing Authority site offices located within Navajo Reservation are remote and limited to a convenient cellular service store. These stores are convenient when it comes to on-hand extra mobile device(s). SIM cards, accessories, customer service representative. This provides confidence on our part here in the Navajo reservation.
- Unlimited Texting – Unlimited texting plan to keep the user within allotted usage and avoid additional charges and rates.
- Unlimited Call Minutes – Unlimited calling plan to keep the user within allotted usage and avoid additional charges and rates.

- Unlimited Data – Unlimited Data plan to keep the user within the allotted usage and avoid additional charges and rates. With unlimited data to provide high-speed data and capable of handling streaming connectivity.
- Un-Provisioned Cellular Devices – On-hand cache supply devices to avoid hindering of device shipment, time consumptions, and costs.
- Custom Billing – Flexible billing solution to address concerns with inaccurate invoices upon requests.
- Usage Reporting – The ability to provide detail reporting upon request. The default method of usage shall be summarized to providing metrics, percentages of usage from users.

#### Device Protection

- Insurance coverage for all insurable devices
- Coverage for accidental damage, lost or stolen device
- A reasonable deductible cost

#### Service requirements Overview

- Unlimited Texting - Unlimited texting plan to keep the user within allotted usage and avoid additional charges & rates.
- Unlimited Calling Minutes - Unlimited calling plan to keep the user within allotted usage and avoid additional charges & rates.
- Unlimited Data - Unlimited data plan to keep the user within allotted usage and avoid additional charges & rates. With unlimited data to provide high-speed data and capable of handling streaming connectivity.

## SECTION III - Proposal Standards, Evaluation Criteria, and Content

**Read Instructions Carefully.**  
**Failure to submit the following documents shall be grounds for the NHA to deem your proposal as Non-Responsive.**

### 1. General Standards:

Please ensure you submit your response in the following manner:

- E-mail proposals is the only method of submission. Email the proposal to assigned Procurement Specialist on or before the due date and time.**
- All Proposals must be received by the NHA Procurement Department by **May 14, 2026 @ 4:45PM MST**. All proposals will be time-stamped according to NHA's automatic time receipt on the email system. Proposals received after the due date and time will not be considered.
- Emailed proposal submission must have all applicable attachments. This includes the Exhibit "G" Cost - Fee Proposal. Email responses with no attachments (including partial attachments) shall be considered non-responsive.
- Email electronic response to RFP and clearly mark in "Subject line" as follows:
  - **"DO NOT OPEN" Advertised - RFP #665 Cellular Phone and Service.**  
If Navajo Preference is applicable, clearly mark **"Priority #1"** or **"Priority #2"** or if Indian Preference is applicable clearly mark **"Indian Preference"**.
- All Proposals shall include the following information as outlined in Proposal Content, A - F.
- All Proposals shall include the following information as outlined in EXHIBITS A through H.
- All Proposals shall include a **signed** copy of all addenda (if applicable).
- Submit proposal in the order of the proposal requirements accordingly.

### 2. Evaluation Criteria Sections A through H:

#### A. Coverage Area:

1. The Proposer shall provide an organizational chart showing key management personnel and a narrative description of consultant(s) who will be involved. Include their qualifications, training and certifications. Background and experience of the firm and key members that will work on the project. Demonstrates professional capacity, experience with services requested.

2. Provide any additional information regarding direct knowledge of, or experience with the Navajo Nation, Navajo Housing Authority or other Tribal or Indian Housing Programs.

**B. Unlimited Data Usage:**

1. Include a description of similar work performed and experience of at least five (5) projects. List entities and contact information for references.

**C. Unlimited Calling Minutes:**

Deadline outline to complete project within timeframe specified.

**D. Unlimited Texting:**

Describe any proposed initiatives specific to the request and include the management approach for services, guidance and advice.

**E. Cost Control:** A plan or strategy outlining the proposed consultant's methodology for exercising, and all costs associated with the Owner.

**F. Insurance:**

1. Cost-Fee Proposals must be included in proposal submission. Include all Fees as specified in Scope of Work; full compensation for base consulting rate/time, travel time, liability insurance coverage, and all costs associated to the proposers to provide the NHA with quantifiable housing needs to conduct proper housing planning and infrastructure needs planned services for the 10 Chapters.
2. The NHA reserves the right to negotiate a final fee and scope of work as part of contract negotiations following the selection process.

**3. Exhibits to be submitted:**

The following "Exhibits" are required as such and must accompany the proposal at the time of submission. **All forms must be submitted, signed, dated and notarized, if applicable to the form.**

□ **EXHIBIT A-1:** Navajo Preference or **EXHIBIT A-2** Indian Preference

- All Offerors interested in claiming Navajo Preference must submit current and valid "The Navajo Nation Contract and Purchase Certification Certificate of Eligibility" that documents if the Offeror is Priority #1 or Priority #2, at the time of the proposal submission.

**Or;**

- All Offerors interested in claiming Indian Preference must submit the following:
  1. If not a qualified Indian Preference company with the NHA, but seeking Indian Preference, submit completed Form – Indian Enterprise Qualification Statement and include all required attachments as Exhibit A-2

2. If your company is already qualified as an NHA Indian Preference company, submit a copy of the NHA Indian Qualification Certified Letter as Exhibit A–2.

If this is your first project as a JV and seeking Navajo or Indian Preference, please submit all information for both entities in the JV.

*If “NOT APPLICABLE – PLEASE INDICATE NOT APPLICABLE on EXHIBIT A-1 and A-2 and submit as EXHIBIT A-1 and A-2.*

- **EXHIBIT B:** Employment and Training Statement
  - **Must be signed and notarized** with the signature of a responsible official having the authority to bind the offer to execution of the proposal.
  - Must include required separate document as specified on the form.
  - If this is your first project as a JV, submit a separate form for each entity involved.
  
- **EXHIBIT C:** Non-Collusive Affidavit
  - **Must be signed and notarized** with the signature of a responsible official having the authority to bind the offer to execution of the proposal.
  - If this is your first project as a JV, submit a separate form for each entity involved.
  
- **EXHIBIT D:** Certification Regarding Debarment, Suspension and Eligibility and Voluntary Exclusion Letter
  - **Must be prepared on vendor’s letterhead and signed** with the signature of a responsible official having the authority to bind the offer to execution of the proposal.
  - If this is your first project as a JV, submit a separate form for each entity involved.
  
- **EXHIBIT E:** Contractor’s and Consultant’s Previous Participation Certification
  - **Must be completed and signed** with the signature of a responsible official having the authority to bind the offer to execute the proposal.
  - If this is your first project as a JV, submit a separate form for each entity involved.
  
- **EXHIBIT F:** Types of Agreements

If any of the following applies to the applicant entity(s), the entity(s) must submit:

  - Collaborative Agreements
  - JV Agreement
  - Teaming Agreement
  - Mentoring Agreement
  - Financial Support Agreement

- Other Formalized Agreements

*If “NOT APPLICABLE – PLEASE INDICATE NOT APPLICABLE” and submit as “EXHIBIT F”.*

- **EXHIBIT G:** Cost - Fee Proposal.

Cost - Fee Proposal **must be included in proposal submission**. Include all Fees as specified in Section II, Scope of Work.

1. Navajo Nation Sales Tax (\*please see note on taxes below).

\*TAXES: Navajo Nation sales tax applies to actual work performed within the exterior boundaries of the Navajo Nation such as the actual field work. Navajo Nation sales tax does not apply to any off-reservation service provided in areas such as Albuquerque, NM or Phoenix, AZ. Furthermore, the Navajo Housing Authority is exempt from paying any State Sales Taxes. State Sales Tax Exemption Certificates can be requested in writing from the NHA Financial Services Branch.

The NHA will monitor and track each vendor to ensure that each is paying their Navajo Nation Business Activity Tax (BAT). With the submission of each pay application, each firm shall submit written verification evidencing payment of their BAT taxes.

Use Federal Government Per Diem Rates – FY 2025 to follow for Arizona

- **EXHIBIT H:** Financial Information.

The proposed firm must demonstrate it has the financial capability to perform the required services. Submit 2025 and 2024 year-end financial statements acceptable to the NHA, which clearly depicts the stability of the firm. These financial statements must either be “audited financial statements” or “signed and reviewed by a third party Certified Public Accountant (CPA)”. Financial Statements must include the Balance Sheet, Profit & Loss Statement, and Income Statement.

## SECTION IV - Rating System on Evaluation Criteria

Evaluation Criteria: The manner in which the responsive proposal will be evaluated is based on the following point system where a maximum total of 100+ points are available in scoring each proposal. The evaluation criteria to be used by the NHA Evaluation Committee for the proposal and the corresponding point values for each criterion are as follows:

Evaluation Criteria	Points
A. Coverage Area	25
B. Unlimited Data Usage	20
C. Unlimited Calling	20
D. Unlimited Texting	20
E. Cost Control	10
F. Insurance	5
<b>Total</b>	<b>100</b>
Current Valid Navajo Preference Priority #1 Certificate	0, 10
Current Valid Navajo Preference Priority #2 Certificate	0, 5
Current Valid Indian Preference Certification Letter	0, 5

1. Navajo Preference Priority #1 or Navajo Preference Priority #2 Advantage (0, 5, or 10 points):  
Points will be awarded based on Offeror's ability to provide a copy of a current valid Contract and Purchase Certification Certificate of Eligibility issued by the Navajo Nation Business Regulatory Department.
  
2. Navajo Preference Priority #1 Business Advantage:  
Ten (10) points of the total possible points may be awarded to an Offeror who qualifies as a Priority #1 Business. These points are added to the total points received for the Evaluation Criteria.
  
3. Navajo or Indian-owned Preference Priority #2 Business Advantage:  
Five (5) points of the total possible points may be awarded to an Offeror who qualifies as a Priority #2 Business. These points are added to the total points received for the Evaluation Criteria.
  
4. Offeror **may not** be awarded both the Navajo Preference Priority #1 and #2 Business Preference. In the case of an Offeror has both certifications the certificate of the Primary Contractor will be used.
  - 10 points- Current valid Contract and Purchase Certification Certificate of Eligibility received

- 5 points- Current valid Contract and Purchase Certification Certificate of Eligibility received
- 0 points – No current valid Contract and Purchase Certification Certificate of Eligibility received.

5. Indian Preference

If applicable, and where there is no Navajo Priority participation, the following applies: Award will be made to the highest rated evaluation score with a preference allowed for 5 points for the qualified Indian enterprise or Indian organization and zero points for the non-Indian enterprise or organization. **NHA Indian Qualification Letter issued by the NHA Procurement Department.**

## EXHIBIT “A-1” or “A-2”

### Navajo or Indian Preference

- **Exhibit A-1:** All Offerors interested in claiming Navajo Preference must submit current and valid “The Navajo Nation Contract and Purchase Certification Certificate of Eligibility” that documents if the offeror is Priority #1 or Priority #2, at the time of the proposal submission.
- If this is your first project as a JV and seeking Navajo Preference, please submit all information for both entities in the JV.

or,

- **Exhibit A-2:** If not a qualified Indian Preference company with the NHA but seeking Indian Preference, please complete and submit all required attachments of Appendix-1, Form – Indian Enterprises Qualifications Statement to be considered for Indian Preference and submit as Exhibit A-2.
- If your firm is already a qualified NHA Indian Preference company, please submit a copy of the NHA Indian Qualification Certified letter in place of Exhibit A-2.
- If you are seeking Indian Preference for a JV, submit all information on behalf of the JV. *If this is your first project as a JV, please submit all information for each entity involved.*

*If NOT APPLICABLE – PLEASE INDICATE NOT APPLICABLE and submit as EXHIBIT A-1 and A-2.*

## Employment and Training Statement

This form, when filled out, shall suffice to meet the minimum acceptable standard of the Navajo Housing Authority regarding the employment and training of Navajos or Indians and providing preference to Navajos or Indians implementing the contract and in the award of subcontracts. Answers will not be evaluated to determine their acceptability but rather, all completed forms will be accepted.

1. Does your business presently provide employment and training opportunities to Navajos or Indians?

Yes \_\_\_\_\_

- a. Please provide on a separate sheet what employment and training opportunities your business provides to Navajos or Indians.
- b. What will your company do to provide employment and training opportunities to Navajos or Indians in implementing the contract? (You must check at least (i) or (ii) to meet standard of acceptability.)
  - (i) \_\_\_\_\_ In advertising for any vacant positions my firm will provide Navajo or Indian preference.
  - (ii) \_\_\_\_\_ Other. Explain on a separate sheet of paper.

No \_\_\_\_\_

- a. Please state on a separate sheet why your business currently offers no employment and training opportunities to Navajos or Indians.

2. Check applicable box (you must check at least one box):

\_\_\_\_\_ My firm will provide preference to Navajos or Indians in the award of any subcontracts.

\_\_\_\_\_ My firm will not subcontract any portion of the contract.

\_\_\_\_\_ Although, I anticipate to award subcontracts, it is infeasible to provide for Navajo or Indian preference in the award of subcontracts. Please provide in a separate statement why it is infeasible to provide Navajo or Indian preference in the award of subcontracts.

3. State the anticipated number or percentage of Navajos or Indians to be employed and trained under this contract.

\_\_\_\_\_ Check here if unsure or none, and state why on a separate sheet of paper.

I hereby certify that the above statements are correct and true.

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Date

State of \_\_\_\_\_)ss

County of \_\_\_\_\_)ss

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary

{SEAL}

My Commission expires \_\_\_\_\_, 20\_\_.

Non-Collusive Affidavit



State of \_\_\_\_\_ )ss

County of \_\_\_\_\_ )ss

\_\_\_\_\_, being first duly sworn,  
deposes and says:

That he/she is \_\_\_\_\_ ;  
*(A partner or officer of the Company)*

the party making the foregoing proposal, that such proposal is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived, or agreed, directly or indirectly, with any offeror or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement collusion or communication or conference, with any person, to fix the proposal price of affiant or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that any other offeror, or to secure any advantage against the

\_\_\_\_\_  
*(NHA)*  
or any person interested in the proposed contract; and that all statements in said proposal are true.

**SIGNATURE OF:**

\_\_\_\_\_  
Offeror, if the Offeror is an individual;  
Partner, if the Offeror is a partnership;  
Officer, if the Offeror is a corporation;

*(MUST BE NOTORIZED)*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

{SEAL}

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**Certification Regarding Debarment, Suspension and Eligibility and Voluntary Exclusion**

[Date]

**Must be submitted on Entity's Letterhead**

Navajo Housing Authority  
Attn: Myron Tommy, Procurement Specialist  
Procurement Department  
P.O. Box 4980  
Window Rock, AZ 86515

RE: Certification Regarding Debarment, Suspension and Eligibility and Voluntary Exclusion

Dear Mr. Tommy:

By submitting a proposal in response to the Navajo Housing Authority (NHA) Request for Proposal Number \_\_\_\_\_ for \_\_\_\_\_, the undersigned certifies the following: I certify that, to the best of my knowledge, [ \_\_\_\_\_ *Name of Firm*] and all of its principals:

- (a.) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or agency;
- (b.) have not within a Ten (10) year period preceding this proposal been convicted of, or had civil judgment rendered against them for commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Tribal or local) transaction or contract under a public transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) are not presently indicted for or other criminally or civilly charged by a government entity (Federal, State, Tribal or local) with the commission of any of the offenses enumerated in (b) of this certification; and
- (d.) have not within a three-year period preceding this proposal had one or more public transaction (Federal, State, Tribal or local) terminated for cause.

This certification is a material representation of fact upon which the NHA has relied upon when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, the NHA may pursue available remedies including suspension, debarment, or termination of the contract.

Sincerely,

---

*(Signature)*

---

*(Print Name)*

---

*(Title)*

**NAVAJO HOUSING AUTHORITY  
 PROCUREMENT AND CONTRACTS DEPARTMENT  
 CONTRACTOR'S AND CONSULTANT'S PREVIOUS PARTICIPATION CERTIFICATION**

**EXHIBIT "E"**

1. Firm Name/Business Address/Fax Number Telephone No./Federal Tax Identification No.	2. Year Present Firm Established	3. Date Prepared
--	----------------------------------	------------------

	4. Specify type of Ownership, type of business and check below. if applicable:
--	--

	<input type="checkbox"/>	A. Navajo Owned Organization or Enterprise
	<input type="checkbox"/>	B. Small Business (other Minority)
1a. Submittal for: <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office	<input type="checkbox"/>	C. Woman Owned

5. Name of Parent Company, if any	5a. Name of Former Parent Co. or Firm/Business Name(s) if different from Parent Co. or Firm Name/Owners(s) and Years established.

6. Name of Owner(s)/Title/Telephone Number/Owner Responsibilities
1)
2)
3)
4)

**FOR CONSTRUCTION CONTRACTING ONLY (COMPLETE IF YOU ARE A GENERAL/SUB-CONTRACTOR)**

7. Summary of Total Construction Contracts Awarded:	Last 5 Years (most recent year first)					INDEX
Insert Index	2024	2023	2022	2021	2020	Range of Construction Contracts
Direct Federal Contracts	_____	_____	_____	_____	_____	1. Less than \$100,000
Indian Housing Authorities	_____	_____	_____	_____	_____	2. \$100,000 to \$250,000 3. \$250,000 to \$500,000
All other domestic work	_____	_____	_____	_____	_____	4. \$500,000 to \$1,000,000 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater

**NAVAJO HOUSING AUTHORITY  
 PROCUREMENT AND CONTRACTS DEPARTMENT  
 CONTRACTOR'S AND CONSULTANT PREVIOUS PARTICIPATION CERTIFICATION**

8. Has the company or its former parent company/Owner debarred by the Federal, State or Local Government? If yes, provide what agency debarred the Company, duration, and reason for debarment.

9. Work by firm which best illustrates current qualifications relevant to this project (List no more than 5 projects).

a. Project Name and Location	b. Nature of Firm's Responsibility. Indicate if Firm was Prime Contractor or Subcontractor on Project.	c. Project Owner's Name & Address Contact Person, Phone No. And Email address.	d. Completion Date (actual or estimated)	e. Total Contract Amount	f. Was Project ever in default during your participation?
1)					/ / Yes (explain) / / No
2)					/ / Yes (explain) / / No
3)					/ / Yes (explain) / / No
4)					/ / Yes (explain) / / No
5)					/ / Yes (explain) / / No

<b>Typed or Printed Name of Principal or Title:</b>		<b>Signature</b>	<b>Certification Date</b>	<b>Telephone No.</b>

**Types of Agreements**

If any of the following apply to the entity(s), the entity(s) must submit copies of:

- Collaborative Agreements
- JV Agreement
- Teaming Agreement
- Mentoring Agreement
- Financial Support Agreement
- Other Formalized Agreements

*If “NOT APPLICABLE – PLEASE INDICATE NOT APPLICABLE and submit as EXHIBIT F.*

**Cost-Fee Proposal. Submit as Exhibit G – Cost-Fee Proposal**

Cost-Fee Proposal must be included in proposal submission. Include all Fees as specified in Section II, Scope of Work.

1. Navajo Nation Sales Tax (\*please see note on taxes below).  
\*TAXES: Navajo Nation sales tax applies to actual work performed within the exterior boundaries of the Navajo Nation such as the actual field work. Navajo Nation sales tax does not apply to any off-reservation work performed like in Albuquerque, NM or Phoenix, AZ. Furthermore, the Navajo Housing Authority is exempt from paying any State Sales Taxes. State Sales Tax Exemption Certificates can be requested in writing from the NHA Financial Services Branch.

The NHA will monitor and track each firm to ensure that each is paying their Navajo Nation Business Activity Tax (BAT). With the submission of each pay application, each Vendor shall submit written verification evidencing payment of their BAT taxes.

**Financial Information**

The proposed firm must demonstrate it has the financial capability to perform the required services. Submit 2025 and 2024 year-end financial statements acceptable to the NHA, which clearly depicts the stability of the firm. These financial statements must either be “audited financial statements” or “signed and reviewed by a third party Certified Public Accountant (CPA)”. Financial Statements must include the Balance Sheet, Profit & Loss Statement, and Income Statement.

- o If this is the first project as a Joint Venture (JV), please submit the requested financials for each entity.

## **End of Proposal**

Thank you for your interest in the NHA.