



## Navajo Division of Transportation

# REQUEST FOR PROPOSALS

**BID NO: 24-06-3387SB**

### Human Resource Services for Navajo DOT Positions

The Navajo Division of Transportation (Navajo DOT) is soliciting sealed bid proposals for the procurement of Human Resource consulting services. Navajo DOT is seeking a highly qualified HR Specialist to assess approximately 100 - 150 job positions, as well as reassessing personnel positions for compliance and developing updated job descriptions for each position. The selected vendor will work closely with the Navajo DOT Division Director and Navajo Nation Department of Personnel Management (DPM) to ensure accurate and effective classification of positions.

#### **1.0 - PROJECT AND LOCATION**

The Navajo DOT Office Complex is located at #16 Old Coalmine Road, Mentmore, NM 87319.

The HR Specialist will need to meet with the Division Director in Mentmore, NM for an initial meeting following the selection and execution of a contract with the Navajo Nation.

#### **1.1 - SCOPE OF WORK**

The Navajo DOT seeks a HR Specialist to fulfill the following:

1. Assess Navajo DOT positions to identify gaps, inconsistencies, and areas for improvement.
2. Reassess personnel positions for all Navajo DOT departments to ensure classifications are sufficient to provide optimal services.
3. Work with the DPM to develop, implement, and/or create a classification system which aligns with industry standards and best practices.
4. Create job descriptions for all Navajo DOT positions, including those that will be newly classified and/or reclassified.
5. Develop a comprehensive report outlining the findings, recommendations, and proposed solutions for improving the effectiveness of Navajo DOT's personnel management.

#### **1.2 - RFP TIMELINE**

The following timeline has been established in anticipation of a contract award; however, the timeline shall be subject to change at the sole discretion of Navajo DOT as deemed necessary and beneficial to the Navajo Nation. The timeline below does not commit Navajo DOT to award a contract in relation to this RFP:



1. Advertisement Period: June 24, 2024, to July 12, 2024
2. RFP Submittal Deadline: July 14, 2024
3. Evaluation of RFP: July 25, 2024
4. Selection of RFP: July 27, 2024
5. Notice of Selection: July 28, 2024

### **1.3 - PROPOSAL REQUIREMENTS**

All applicable Navajo Nation Laws and regulations shall govern this procurement, including the eligibility of any interested vendor under consideration for a contract award. All interested vendors, any awardee, and contracting party shall comply with all applicable laws, regulations, and policies governing procurement, administration performance, payment, reporting, and any other matters related to this RFP.

Submission of a proposal in response to this RFP shall constitute the submitting vendor's acknowledgement and acceptance of all requirements and conditions governing this procurement, including all Navajo Nation laws, regulations, and policies; that any and all disputes arising under, related to, or in connection with this RFP and any resulting contract will be resolved under laws of the Navajo Nation; and that a submitting vendor agrees to be subject to the jurisdiction of Navajo Nation Courts and tribunals.

The Navajo Nation is a sovereign government and all contracts entered into as a result of this RFP shall comply with Navajo Nation laws, rules, and regulations, and applicable Federal laws, rules, and regulations.

### **1.4 - PROJECT EXPECTATIONS**

The Navajo DOT may negotiate an agreement with the most responsive and reasonable submitting vendor, that best demonstrates the qualifications necessary to address the various requirements listed in the Scope of Work above. The Navajo DOT reserves the right to award and contract prior to the submission deadline or prior to the receipt of all proposals, to award the contract to more than one submitting vendor, or to refuse any proposal or contract without obligation to either the Navajo Nation or to any submitting vendor offering or submitting a proposal.

### **2.0 - RFP PACKET REQUIREMENTS**

Each vendor shall provide information in the following format:

1. Cover Letter (1 Page).
2. Vendor Credentials and Resumes.
3. Description of qualifications to meet Scope of Work.
4. Description of approach to conducting assessment and reassessments.



5. Proposed methodology for developing a classification system and Job Vacancy Announcements.
6. Proposed timeline for the completion of project.
7. Listing any applicable references.
8. Provide Navajo Priority 1 or Priority 2 Certifications.
9. Provide updated and completed Navajo Nation Certification of Non-Debarment and Non-Suspension, and Contract Eligibility Form.
10. Provide Certificate of Good Standing with Navajo Nation Business Regulatory Department.
11. Provide current copy of signed IRS W-9 Form.
12. Provide Certificate of Insurance.
13. Cost Proposal: Cost proposal shall be sealed separately in envelope; labeled "COST PROPOSAL"

## **2.1 - CLAIMING NBOA PRIORITY PREFERENCE**

1. If a submitting vendor is claiming NBOA preference, a currently valid NBOA preference certificate, issued by the Business Regulatory Department of the Navajo Division of Economic Development, must be included in the statement submission package.
2. The certificate must be current as of the submission deadline listed above. Submission of an out-of-date certificate, or omission of a certificate in a submitted packet claiming NBOA priority shall result in that statement being treated as a non-NBOA priority submission.
3. If a joint venture is claiming NBOA preference, the currently valid NBOA Certificate submitted must be in the Joint Venture's name.

## **3.0 - INTERVIEWS**

Interviews may be conducted with responsible vendors for the purpose of clarification to assure full understanding of and responsiveness to the RFP and the needs of the Navajo DOT. In conducting interviews, there shall be no disclosure of any information from other submission received, including any identifying information or the total number received, by competing submitting vendors.

## **4.0 - CONFIDENTIAL OR PROPRIETARY INFORMATION**

Submitting vendors must clearly mark "CONFIDENTIAL" or "PROPRIETARY" on each part of their statement which they consider containing proprietary information.

## **5.0 - DISCLAIMERS**

1. Right to Cancel this RFP
  - a. In accordance with the Navajo Nation Procurement Rules and Regulations, the Navajo DOT may cancel this RFP at any time prior to an award.



2. Appropriation Required

- a. In accordance with Navajo law, the liability of the Navajo Nation under any contract resulting from this RFP is contingent upon the availability of appropriations by the Navajo Nation Council, and all contracts shall have sufficient funds appropriated and available.

3. Right to Waive Irregularities

- a. The Navajo DOT, at its discretion, may determine those errors, irregularities, or other misinformation contained in any statement submitted is of minor consequence. The Navajo DOT may also waive any mandatory requirement set forth in this RF provided such waiver does not, in the Navajo DOT's sole determination, materially affect the objective nature of the procurement process.

4. Right to Disqualify

- a. The Navajo DOT reserves the right to disqualify any interested vendor or a proposal submitted by such interested vendor from consideration for award related to this RFP, if the interested vendor has previously failed to satisfactorily perform any project or contract with the Navajo Nation or other governmental entity, to timely submit required documents or information, or has caused the Navajo Nation to incur unreasonable expenses in relation to the consideration of its submitted statement.

5. Right to Refuse Contract

- a. The Navajo DOT reserves its right to refuse to contract in relation to this RFP, if the Navajo DOT Division Director determines, in writing, that any of the following has occurred prior to the execution of a contract:
  - i. The Navajo DOT has not received all required supporting documents, or any other reasonably requested information;
  - ii. A document, procedure, decision, action, or other event pertaining to the procurement of a contract related to this RFP, any pre-procurement activities related to this RFP, or to the awarding of a contract related to this RFP is in violation of any applicable Navajo, federal, or state laws or regulations governing this procurement;
  - iii. The selected vendor, or any other related person or firm, is ineligible for the award pursuant to applicable Navajo Nation , federal or state laws or regulations governing this procurement;
  - iv. There has been a change in the Scope of Work or to any other mandatory requirement of this RFP;
  - v. There has been a revision of the budget or Maximum Feasible Price originally established for the services listed in this RFP prior to the procurement process;



- vi. A protest has been timely filed in accordance with Navajo Nation law, unless a written determination has been made to proceed with a contract pursuant to Navajo Nation law; or
  - vii. It is in the best interest of the Navajo Nation.
6. No Waiver of Sovereign Immunity
- a. The Navajo Nation is a sovereign government and any contract resulting from this RFP shall not waive the sovereign immunity of the Navajo Nation unless approved by two-thirds vote of the full membership of the Navajo Nation Council.

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**ALL PARTIES RESPONDING TO THIS BID NO. 24-06-3387SB ARE INSTRUCTED TO  
SUBMIT A SEALED BID PACKAGE TO THE FOLLOWING ADDRESS:**

**ATTN: SHELBY DAYZIE, DEPUTY DIVISION DIRECTOR – HR SERVICES**

Deliver to: **NAVAJO DIVISION OF TRANSPORTATION  
#16 Old Coalmine Road,  
Mentmore, NM 87319**

OR Mail to: **NAVAJO DIVISION OF TRANSPORTATION  
PO BOX 4620  
WINDOW ROCK, ARIZONA 86515**

Contact Person:  
**SHELBY DAYZIE, DEPUTY DIVISION DIRECTOR  
E-MAIL: SDAYZIE@NAVAJODOT.ORG  
PHONE: (505) 371-8300**