

REQUEST FOR PROPOSAL (RFP)
RFP Number: 26-01-4008DB
Title IV-E Consultant

Date: February 25, 2026

Project Title: Navajo Department of Family Services
Title IV-E Consultant

Project Schedule:

Advertisement of RFP	February 27, 2026
Proposal Due Date	March 13, 2026; 5:00 pm (DST)
Services Contract Start Date	April 1, 2026

Proposal:

All interested parties are invited to review and respond to this RFP at their discretion. All questions pertaining to the contents of this RFP a respondent contact via email Ms. Crescentia Tso, Department Manager III, Crescentia.Tso@ndcfs.org and Ms. Rhonda Jishie, Contract Analyst, Navajo Department of Family Services; at Rhonda.Jishie@ndcfs.org

All parties responding to this RFP are instructed to submit four (4) proposals, one (1) original and three (3) copies to one of the following addresses:

Mailing Address:

Navajo Nation Office of the Controller
Purchasing Department
P.O. Box 9000
Window Rock, AZ 86515
ATTN: Darren Begay, Buyer

Physical Address:

Navajo Nation Office of the Controller
Purchasing Department
2559 Window Rock Blvd.
Administration Bldg. #1
Window Rock, AZ 86515
ATTN: Darren Begay, Buyer

All responses to this RFP shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

RFP # 26-01-4008DB
Navajo Department of Family Services
Title IV-E Consultant

DO NOT OPEN-RFP PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation operates a federally approved Title IV-E program under Section 479B of the Social Security Act. As the largest federally recognized tribal government in the United States, the Navajo Nation is one of the few tribes to receive direct Title IV-E funding from the U.S. Department of Health and Human Services. This status affirms the Nation's sovereign authority to administer foster care, adoption assistance, and guardianship programs for Navajo children and families while ensuring compliance with federal requirements.

The Navajo Nation Title IV-E Program is responsible for:

- Ensuring eligibility determinations and casework practices align with federal Title IV-E standards.
- Maintaining accurate and timely reporting to the federal government.
- Implementing cost allocation methodologies (CAP CAM) and Random Moment Time Studies (RMTP) to support allowable claiming.
- Using data and reporting tools to strengthen audit readiness, track eligibility determination trends, and enhance staff training.
- Promoting the safety, permanency, and well-being of Navajo children through culturally informed services.

Through its Title IV-E Program, the Navajo Nation continues to advance its commitment to protecting Navajo children, strengthening families, and exercising sovereignty in child welfare matters.

II. SCOPE OF THE CONTRACT

The consultant will provide technical assistance and subject matter expertise to ensure compliance with federal Title IV-E requirements, including but not limited to:

- **Cost Allocation Plan / Cost Allocation Methodology (CAP CAM):** Development and refinement to ensure federally approved methodologies.
- **Random Moment Time Study Program (RMTP):** Oversight and implementation guidance to support accurate claiming.
- **Software:** Evaluation and recommendation of software solutions that align with Title IV-E claiming, reporting, and case management requirements.
- **Eligibility Determinations:** Support the Navajo Nation in strengthening Title IV-E eligibility determination processes to be fully prepared for federal audits. This includes the use of a web-based tool that produces reports to monitor corrections during the audit preparation process and identify trends in eligibility determinations. These reports will also serve as resources for ongoing staff training and continuous quality improvement.
- **Compliance Support:** Review and strengthen internal controls, fiscal policies, and program procedures to ensure compliance with Title IV-E standards.
- **Reporting Deliverables:** Preparation of quarterly and annual Title IV-E reports, support for federal submissions, and technical assistance for Navajo Nation reporting obligations.
- **Audit & Monitoring Readiness:** Assist in preparing for federal and independent audits, reviews, and monitoring visits, including corrective action planning when needed.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

- A. A legitimate and credible organizations or entities with a minimum of five (5) years of experience and history with providing the described scope of services.
- B. Insurance coverages:
 - 1. Five General Liability coverage with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate;
 - 2. Worker's Compensation coverage with statutory benefits and Employers Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
 - 3. The Navajo Nation shall be named as additional insured for general liability coverages.
 - 4. Professional Liability Insurance with limits no less than \$1,000,000 per claim. This coverage should be on claims made basis and the retro date should be no later than the start date of the project/agreement;
 - 5. Network Security & Privacy coverage with limits no less than \$1,000,000 per claim, \$2,000,000 aggregate. This coverage should be on a claims made basis and the retro date should be no later than the start date of the project/agreement.
 - 6. Security & Privacy coverage should be on a claims made basis and the ret
- C. The Navajo Business Opportunity Act 5 NNC § 201 *et. seq.*.
- D. Federal requirements, including the Title IV-E of the Social Security Act, and Client Confidentiality (45 CFR § 1370.10(c)(8)).
- E. All coverages should include a waiver of subrogation. All coverages should be primary and the Navajo Nation's coverage non-contributory.

IV. SCOPE OF SERVICES

Interested parties are welcome to request for a copy of the Scope of Services and required forms to be included in response to this RFP from the Navajo Department of Family Services contact person.

V. REQUIREMENTS

The respondent must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 *et. seq.*) and the Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184; prohibit harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin; and furnish all requested information as specified in this RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Utilize the outline described below in a proposal with four (4) copies.

- A. Consultant's background and qualifications, with specific Title IV-E expertise. Do not reveal or make reference to the cost in the organizational letter;
- B. Demonstrated experience working with tribal governments and Title IV-E direct recipients;
- C. Proposed approach and methodology for addressing the scope of work;
- D. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of budget in the Budget Narrative and Budget Summary;
- E. Please provide a cost/price comparison between your current rate, your proposed rate and how it compares to your state's rate for the services.
- F. A timeline with specific milestones and deliverables; and
- G. References from at least three similar projects (tribal, state, or federal).

- H. Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.
- I. Visibly mark “Proprietary” that the offeror determines as proprietary information.
- J. Visibly mark on the outside of the packet the offeror’s priority status, if any, under the Navajo Business Opportunity Act.

VII. EVALUATION PROCESS (pre-qualifying process)

A. Evaluation Criteria

- 1. Qualifications, credentials, and minimum five years’ work experience. This includes the capabilities to provide all requested services. (30 points)
- 2. Scope of Work. (40 points)
- 3. Navajo Preference. (0 points)
- 4. Budget (separate sealed envelope). (30 points)

B. Applicable Federal Requirements

- 1. In the acceptance of Federal Funds, the Navajo Department of Family Services is required to comply with all Federal and Tribal Laws and Regulations, including 45 Code of Federal Regulations Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to States, and Local and Tribal Governments; Section 92.36 €, (1) requiring the grantee to take all necessary affirmative steps to assure minority firms, women businesses and labor surplus area firms are used when possible, including complying with the Navajo Nation’s Business Opportunity Act, 5 N.N.C., Subsection 201-215 and the Navajo Nation’s Procurement Rules and Regulations.

C. The Navajo Department of Family Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.

- 1. This may entail a presentation from the respondent for clarification and/or details on services or other requirements. The presentation will be scheduled to be presented at the Navajo Department of Family Services office located in Window Rock, AZ (if necessary). It is the Navajo Department of Family Services’ intention to award organizations or entities to provide all services as specified in the scope of services.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Services Contract for the procurement of services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be from April 1, 2026 to December 31, 2028 and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Department of Family Services point of contact are Ms. Crescentia Tso, Department Manager III, Crescentia.Tso@ndcfs.org and Ms. Rhonda Jishie, Contract Analyst, Rhonda.Jishie@ndcfs.org, for inquiries related to this RFP and other matters.

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part, based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter into a contract under this RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result of this RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to this RFP.

The Navajo Nation Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. SCHEDULE OF EVENTS

Following is a schedule of events regarding this RFP:

- | | |
|-------------------|-------------------------------|
| A. Advertise RFP | February 27, 2026 |
| B. Proposals Due | March 13, 2026; 5:00 pm (DST) |
| C. Contract Start | April 1, 2026 |

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-			-			
or										
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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.

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