

DINÉ COLLEGE
Request for Proposals (RFP)

PROJECT NAME: Post-Award Financial Services

RFP Submitted By:

Hereinafter referred to as Contractor: corporation , partnership , individual

Native American-owned Firm? Yes , No

State of Incorporation: _____

In submitting the RFP response to Diné College (“College”), Contractor acknowledges that:

- a) Contractor has reviewed Attachment “B” ‘Project Description – Post-Award Financial Services
- b) Contractor possesses the financial ability and experience to complete the scope of the Diné College Post-Award Financial Services; and,
- c) Contractor understands that the “Hourly Rate” is not the only factor that will determine the selection of the firm, and that the Statement of Qualifications submitted by the Contractor will also constitute part of the criteria used in the selection.
- d) Interested firms are invited to submit their proposals outlining their qualifications, experience, methodology, and pricing structure for providing these financial post-award services.

Required Information from Contractor:

Hourly Rate for Services: _____

RFP SUBMISSION BY:

Printed Name: _____

Title: _____

Mailing Address: _____

Telephone No.: _____

E-mail Address: _____

SIGNATURE: _____ **DATE:** _____

RETURN RFP TO:	Diné College, Attn: Teresa Holtsoi , Procurement ‘RFP ENCLOSED’ ○ P.O. Box C-12 ○ Tsaille, AZ 86556 – purchasing@dinecollege.edu
RFP DUE:	One (1) E-mail response to purchasing@dinecollege.edu with the subject line: Post-Award Financial Services Proposal should be returned in a sealed envelope to the College no later than February 15, 2024, 11:59 pm.
QUESTIONS:	Questions may be directed to Andrea Christelle, phone: 928-274-8737 email: achristelle@dinecollege.edu on or before February 8, 2024.

- **The College retains the right to reject any or all of the RFP responses that it receives.**
- **Per the College’s Financial Policies and Procedures consideration will be given as stipulated in the Navajo Business Opportunity Act (Navajo Nation Business Regulatory).**
- **The Diné College Post-Award Financial Services will require no mandatory meeting.**
- **Clarification on the requested proposal can be made via email only and should be directed to Andrea Christelle achristelle@dinecollege.edu on or before February 8, 2024.**

ATTACHMENT “A”
Statement of Qualifications
(Contractor may attach documents as needed)

1. Name of Business:

Other Business Names (including dba(s), T/A(s), etc.) used during past ten (10) years, if applicable:

2. Type of Business: Proprietorship Partnership Corporation LLC
 Other (Specify)

3. Name of Owner or Chief Executive Officer:

4. Key contact person for Qualifications Questions and/or Contract administration:

Printed Name:

Title:

Phone:

Email address:

5. No. years the firm has been in the business of providing these services: _____ years

6. Address of local office(s) from which services will be provided:

7. How many persons does the firm’s local office(s) noted above currently employ?

8. What licenses or certifications does the firm possess that are applicable to performing the services required?

9. What certifications or professional memberships does the firm (or its personnel) maintain, relevant to the fulfilling the requirements of this RFP?

10. Are you currently removed from a vendor’s list or debarred from conducting business or submitting bids on contracts by the Navajo Nation or U.S. governmental entities? YES NO.

If yes, explain and provide information regarding the debarment.

11. Attach a detailed statement of qualifications outlining ability to complete Scope of Work outlined in Attachment B.

12. Attach at least three professional references for whom Contractor has performed similar services.

ATTACHMENT “B”
Project Description – Post-Award Financial Services

I. PROJECT BACKGROUND

- A. Historical Background. Established in 1968 as the first tribally controlled college in the U.S., Diné College is chartered and governed by the Tribal Council of the Navajo Nation. Diné College is affiliated with, and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Diné College maintains a multi-site system with campuses and centers located at six geographically dispersed sites in Arizona and New Mexico.
- B. Project Locations.- It is anticipated that this work will be performed remotely, however occasional site visits may be requested.
- C. Project Description – Diné College’s office of *Na’alkaah Bee Honit’i’* – Research, Innovation & Practice (Research), invites qualified and experienced individuals and firms to submit proposals for Financial Post-Award Services. The selected party will be responsible for performing a range of financial services to support the effective management of sponsored accounts.

II. PROJECT SCOPE OF WORK

- a) Review transactions charged to sponsored account: Ensure expenses charged adhere to applicable policies and sponsor guidelines.
- b) Keep Principal Investigators (PIs) apprised of account balances: Provide routine and custom reports to PIs to ensure they are informed about spending projections and account balances.
- c) Perform monthly reconciliation: Use Jenzarbar-generated expense reports to conduct monthly reconciliations on sponsored accounts to ensure and advise PIs and Research, Innovation & Practice of any concerns. Meet with PIs on a monthly basis or as needed to review reconciliations.
- d) Reclassification of expenses: Perform reclassification of expenses as necessary or requested.
- e) Make recommendations to PIs: Provide recommendations to PIs regarding planning expenditures to ensure efficient use of sponsored funds as requested or necessary.
- f) Facilitate rebudgeting requests: Assist in the preparation and submission of rebudgeting requests, assisting with obtaining internal and sponsored approvals as requested or necessary.
- g) Ensure time and effort reporting: Monitor time and effort reporting to ensure that it is accurately charged to sponsored projects in accordance with sponsor regulations.
- h) Monitor post-award reporting requirements: Stay informed about post-award reporting requirements and ensure that all necessary reports, including the SF-425 and other relevant reports, are prepared and submitted in a timely manner.
- i) Close out accounts: Manage the process of closing out sponsored accounts and confirm final expenditure reports.
- j) Advise Research office: Meet with Vice Provost for Research and research staff as needed to discuss post-award account spending, compliance, and related matters.

III. PROJECT TERMS & CONDITIONS

- A. **Note:** The following items constitute a general description of the terms and conditions applying to the Architect/Engineering Services Request. A more complete set of Terms

and Conditions shall be included in a Contractual Agreement after the College issues a Notice of Award for this project.

- B. **Native American Preference.** Preference in the award of contracts shall be given to Indian-owned economic enterprises and Indian organizations.
- C. **Notice of Award.** The College will issue a Notice of Award after terms and conditions are finalized.
- D. **Contractual Agreement.** The final contract that will be used between the College and the Contractor has yet to be determined.

IV. QUALIFICATIONS SUBMISSION COVENANTS & CERTIFICATIONS

The Contractor's signature on the RFP Cover Page covenants and certifies the following:

1. Fully Informed - The Contractor acknowledges that it has read this solicitation, understands it, has satisfied itself from its own investigation of the conditions to be met and/or services to be provided. Contractor has or will provide properly trained employees, staff, Subcontractors (if approved by the Diné College), or other personnel; and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, delivery, progress, or performance of work proposed and to be provided under this RFP.
2. Americans With Disabilities Act Requirements – Diné College is fully committed to the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all DINÉ COLLEGE programs, activities and services. DINÉ COLLEGE Contractors, Subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any DINÉ COLLEGE contractual agreement must make the same commitment. Contractor's acceptance of any contract resulting from this solicitation acknowledges its commitment to and compliance with ADA.
3. Employees Not to Benefit - To the best of Contractor's knowledge, no DINÉ COLLEGE official or employee having official responsibility for the procurement transaction, or member of his or her immediate family (including spouse, parents or children), has received, been promised, directly or indirectly, or will receive any financial benefit, including but not limited to fees, commission, finder's fee, political contribution or any similar form of remuneration, or other financial benefit of more than nominal or minimal value on account of the act of selecting and/or executing this contract.
4. Tax Exemption - DINÉ COLLEGE is exempt from State Sales Tax and Federal Excise Tax. A Tax Exemption Certificate shall be furnished by DINÉ COLLEGE upon request. DINÉ COLLEGE' Federal Tax I.D. number is 86-0215931
5. Certification Regarding Sex Offenses – Contractor acknowledges that beginning work for DINÉ COLLEGE, Contractor shall furnish to DINÉ COLLEGE written certification that all persons who will provide such services have (1) not been convicted of a felony; (2) not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; (3) not been convicted of a crime of moral turpitude; and (4) are not currently required and will not be required during the period of employment to be registered on the sex offender registry for the jurisdiction where he/she lives or any registry in New Mexico. Offeror further certifies that for contracts that may involve an employee of the Contractor having any contact with a student, it shall not send any employee or agent who is a registered sex offender to any school building or school property, and Contractor will monthly check the sex offender registry for the

jurisdiction where each employee lives to determine if any employee is registered as a sex offender.

6. Non-Discrimination Provision - Contractor certifies that during the performance of any contract with DINÉ COLLEGE, Contractor will agree as follows:
 - a. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender, gender identity, national origin, ancestry, marital status, genetic information, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. Contractor agrees it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. Contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
7. Faith-Based Organizations - DINÉ COLLEGE does not discriminate against faith-based organizations in accordance with the State of New Mexico or against any contractor or potential contractor because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

V. EVALUATION AND SELECTION CRITERIA

Criteria	Weight
Evidence of ability to review transactions for allowability	10
Evidence of ability to perform monthly reconciliations	15
Evidence of ability to advise and make recommendations to PIs	15
Evidence of ability to perform reclassification of expenses	10
Evidence of ability to advise PIs on re-budgeting requests and prepare modified budgets	10
Evidence of ability to ensure time and effort is appropriately charged to sponsored projects and document time and effort certification	10
Experience with monitoring post-award reporting requirements	10
Evidence of ability to close out awards	10
Evidence of ability to advice Research Office	10
TOTAL	100

VI. BASIS OF SELECTION

- A. DINÉ COLLEGE reserves the right to make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of Offeror to perform the services necessary to accomplish the scope of the project.
- B. DINÉ COLLEGE reserves the right to make multiple awards, if it is in DINÉ COLLEGE’ best interest to do so.
- C. The quality and record of performance on previous contracts or services into which Contractor may have entered with DINÉ COLLEGE or other public bodies or corporations (references).

- D. The previous and existing compliance by Offeror with laws and ordinances relating to other contracts, purchase orders, items and/or services provided by Contractor in other matters.
- E. The necessary facilities, organization, experience and technical skills as well as sufficiency of the financial resources and ability of Contractor to perform the Contract and/or provide the services and/or items requested in the RFP.
- F. DINÉ COLLEGE reserves the right to accept or reject any or all Qualifications, to waive informalities, and to reissue any Request for Qualifications.
- G. DINÉ COLLEGE reserves the right to issue solicitations for the same or similar as the need may occur.