



**FOR IMMEDIATE RELEASE**  
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## THE NAVAJO NATION VETERANS ADMINISTRATION REQUEST FOR PROPOSALS – EXECUTIVE DIRECTOR (6 YEAR CONTRACT)

The Navajo Nation Veterans Administration (“NNVA”) is seeking proposals from qualified and experienced individuals for Executive Director (hereinafter referred to as “Director”). This individual will provide qualified and competent supervision and management of the NNVA at the request of the Office of the President and Vice-President of the Navajo Nation.

NNVA / OPVP will consider proposals from interested individuals to accomplish these objectives.

### BACKGROUND INFORMATION

The NNVA was established to help alleviate the shortage of services, programs, i.e. Health, Housing, Benefits and Claims, Education, etc. for eligible Navajo Veterans and Veterans in the Navajo Nation, and when appropriate, to promote or maintain the economic development of the Navajo Nation through programs and services provided.

For the past 40 years, NNVA (formerly Department of Navajo Veterans Affairs or “DNVA”) has played a key role in bringing services and programs to all of Navajo Nation’s Veterans and citizens. The Administration is dedicated to increase and maintain its level of excellence in work quality and performance through continuous improvements in all administrative, operational, logistical and support functions. This ensures that NNVA continuously provides better services for Navajo Veterans (i.e. Navajo Veterans Trust Funds) and Veterans.

### SCOPE OF WORK

The scope of services set forth in this RFP represents an outline of the services which NNVA anticipates the successful individual will perform, and is presented for the primary purpose of allowing NNVA to compare qualifications. The precise scope of duties and responsibilities shall be negotiated between NNVA and the successful individual selected.

NNVA’s primary objective for this RFP is to engage an individual to provide qualified and competent services to NNVA. The individual selected must agree to the following conditions:

- Provide qualified, competent supervision and management to NNVA.
- Director will inform personnel of the specific duties, length of assignment, and any specific skills or abilities required.
- Please review and understand job duties and responsibilities as follows:
  1. Under administrative and operational direction of the President of the Navajo Nation, perform work of considerable difficulty with responsibility to direct and manage the NNVA with the assistance of each respective service area leadership.
  2. Shall set administrative goals through a 3 to 6 year plan while considering priority goals, overhead cost to implement and administer priority projects, create and implement a strategic management plan.
  3. Provide current up to date information to the President of the Navajo Nation and the Navajo Nation Veterans Advisory Council (during quarterly meetings).
  4. Provide information on administrative and operational cost impact. With the overall management process of the administration’s overall administrative, operational and logistical management, such as program or projects, fiscal/property management, contract and grants administration, personnel management, records management and the development of various reporting procedures and guidelines.
  5. Organize, implement and coordinate administrative activities.
  6. Collaborate and supervise program or project staff to achieve organizational goals and objectives.
  7. Develop and administer the program’s annual budget; prepare and manage Budget Status and Expenditure reports; perform budget adjustments and transfers as needed; ensure each agency complies with funding requirements, provides accounting and expenditure control; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability; work with J.D. Edwards Financial Management Information Systems; provide clarification and interpretation of Budget Instructions and Policies manual and other pertinent laws regarding fiscal matters; review and comply with Navajo Nation Procurement Laws.
  8. Monitor grant proposals to acquire funds to support Navajo Veterans benefits and services and other applicable services.
  9. Communicate regularly on program and/or project activities
- Execution of a contract for up to six (6) years to provide professional, qualified and competent services to NNVA.

through reports, presentations and meetings; provides technical assistance to agency field offices, other departments and tribal entities; interprets relevant policies, procedures and standards.

10. Negotiate on behalf of the Navajo Nation on important substantive matters affecting the operation of federally funded programs or services.
11. Frequently contacts key staff members of congressional committees, principal assistants to senators and representatives, elected or appointed representatives of state and local governments, ranking federal and state officials; consults regularly with both Executive and Legislative Branches of the Navajo Nation government; regularly communicates overall office accomplishments and issues to the highest levels of leadership in the Navajo Nation government and serves on committees and task forces and performs special assignments as required.
12. Serves as a non-voting member of the Navajo Nation Veterans Advisory Council.

Compensation to the Director shall be determined based on the Director's experience and qualifications.

The employment status of the Executive Director shall be considered EXEMPT. EXEMPT status is defined as managerial, professional, and administrative positions. Personnel assigned to exempt positions are not eligible for overtime compensation.

## **SELECTION CRITERIA**

Each of the proposals received will be evaluated for qualifications with the requirements stated in the RFP. Failure to meet these requirements will be cause for eliminating the proposal from further consideration.

All proposals which comply with submittal requirements will be reviewed against the following criteria:

- Demonstrated understanding of the service requested.
- Navajo Speaking preferred.
- Prior experience in performing similar work.
- Administrative, Operational, and Logistical management, training and qualifications.
- Qualifications of the individual and applicable education or experience in the subject related field (Veterans).
- Experience (government/private/commercial).
- Ability to work with NNVA staff in its mission of providing quality and professional services and programs to NNVA personnel and its clients.
- Cost, including the individuals willingness to provide price protection to the NNVA.
- Reference check
- Background Check may be applicable.
- Presence and reside in the designated central administration.
- Veterans Preference
- A Master's degree in Public or Business Administration, Human

Resources Management, Policy Development or a closely related field; AND four (4) years of supervisory experience and experience with Veterans service and/or programs for three (3) years.

- Applicant must be an Armed Forces Veteran.

Knowledge of basic business math; knowledge of bookkeeping practices and principles; Knowledge of public relations/customer service principles, practices and techniques; Skill in preparing and maintaining accurate records, reports, and files; Skill in understanding and following oral and written directions; Skill in utilizing computer databases to research, maintain, and update records and files; Skill in establishing cooperative work relationships with those contacted in the course of work; promote proactive character, productivity and effective communication.

Additional factors that will be considered include the ability to meet NNVA's time frame and references.

## **PROPOSAL SUBMISSION REQUIREMENTS**

The individual shall be responsible for preparing an effective, clear and concise proposal. Proposals shall not exceed 20 (twenty) single sided pages. It is recommended that proposals contain the following information:

1. A cover letter introducing the individual and the primary contact person.
2. On no more than one printed page, state your understanding of the service to be performed and make a positive commitment to provide the service as indicated in this RFP.
3. Specific qualifications regarding experience in providing qualified and competent programs and services.
4. Describe your prior experience.
5. A description of the individual's conceptual intent and interest of the NNVA.
6. Provide names, contact persons and telephone numbers of at least three (3) firms or employers that may be contacted regarding the quality of services provided.
7. The individual's proposed comprehension of the following duties:
  - Accounting
  - Administrative
  - Operations
  - Logistics
  - Professionalism
  - Management Secretary Bookkeeper
  - Executive Secretary Executive Secretary - Legal
  - Housing
  - Medical/Health
  - Benefits and Claims
8. A description of the individual's management policy.
9. A description of the professionalism to be offered to the NNVA.

## SUBMISSION OF PROPOSALS

Interested individuals should observe the following requirements in the preparation and submission of proposals:

1. One (1) original and three (3) copies of the Proposal should be delivered in a sealed envelope to the President of the Navajo Nation:

Office of the President and Vice President  
P.O. Box 7440  
Window Rock, AZ 86515.

Proposals will be received until position is filled. Faxed or e-mailed responses will not be considered. Proposals received after the aforementioned date and time will result in the NNVA's rejection of the Proposal.

NOTE: Postmark dates will not be considered as the basis for meeting any submission requirement.

2. Proposals must include a cover letter signed by an individual authorized to enter into a contract with the OPVP/NNVA, acknowledging that the individual agrees to be bound by all terms and conditions of the RFP and affirming that all information contained in the Proposal is true and accurately portrays all aspects of the services to be provided and qualification of the Director.

3. Any proposals that does not adhere to this format and which does not address each requirement and the scope of work within the RFP may be deemed non-responsive and rejected on that basis.

## GENERAL REQUIREMENTS

1. Individuals submitting a Proposal may not contact members of Navajo Veterans Advisory Council or other staff of NNVA;
2. All requests for interpretation or clarification of any term in the RFP should be directed to the Office of the President or Vice-President via e-mail at EMAIL by December 15, 2016.
3. NNVA shall not be liable for any pre-contract costs incurred by any individuals participating in the selection process.
4. All matters set forth in a Proposal are matters of public record and shall become the property of NNVA and may be disclosed by NNVA in accordance with statutory requirements or otherwise as determined by NNVA or OPVP.
5. NNVA is not exempt from the payment of excise and sales taxes imposed by the Federal Government and/or the State or the Navajo Nation. Proposers remain liable; however, for applicable taxes or other taxes which may apply.

In reviewing all proposals, NNVA reserves the right to:

1. Reject any and all Proposals received in response to this request;
2. Negotiate the fees and charges contained in any Proposal, and is not obligated to accept a Proposal based upon the demands set forth by the proposer;

3. Accept a proposal based on considerations other than costs;
4. Waive or modify any irregularities or informalities in Proposals received;
5. Award contracts for quality and professional services in any manner necessary to serve the best interest of NNVA and;
6. Request additional information as determined necessary.

Respondents should also be aware of the following:

1. Failure to perform to the satisfaction of NNVA or OPVP will result in termination of the contract upon fifteen (15) days written notice by NNVA.
2. Qualified individuals may be required to interview with OPVP/ NNVA as it deems necessary.
3. The agreement between NNVA and the selected individual will be evidenced by a written contract (the "Contract"), which shall incorporate this RFP, the Proposal and any related correspondence. In executing such Contract, the selected individual agrees to be bound by the terms and conditions of this RFP, and that all representations, warranties and commitments in the Proposal and related correspondence are contractual obligations. In the event of any conflict in the terms and conditions between the RFP, Proposal and any related correspondence, the RFP shall control.
4. The term of the Contract shall be six (6) years between NNVA and the successful respondent. NNVA reserves the right to extend this contract for a period up to the full original contract term or parts thereof.
5. It is the policy of NNVA to contribute to the establishment, preservation and strengthening of THE PLAN OF THE OPERATION OF THE NNVA. NNVA encourages Navajo Preference and Veterans Preference; however, this solicitation is NOT restricted to residents of the Navajo Nation but shall be willing to relocate at the expense of the Proposer. Proposers are required to provide a copy of their current certification of qualifications, documents and all other applicable documents as required by the NNVA/OPVP with their bid.

## GOVERNING LAW

The review of this RFP will be reviewed in compliance with applicable Navajo Nation laws such as the Navajo Nation Business Opportunity Act.

