

JUDICIAL BRANCH OF THE NAVAJO NATION
ADMINISTRATIVE OFFICE OF THE COURTS

P.O. Box 520 ♦ Window Rock, Arizona 86515
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ELEANOR SHIRLEY
INTERIM Chief Justice of the Navajo Nation



VACANT.
Administrative Director of the Courts

ADDENDUM #1

BID 26-01-3999SB

PROJECT: to Provide a Comprehensive Salary and Compensation Study

ORIGINAL BID DUE DATE: March 6, 2026 at 4:00 p.m.

The Navajo Nation Judicial Branch provides notice of Addendum One (1) to Bid 26-01-3999SB that extends the bid timeline to a new, revised bid due date of April 8, 2026 at 4:00 p.m.

REVISED BID DUE DATE: April 8, 2026 at 4:00 p.m.

**Navajo Nation Judicial Branch
Bid #26-01-3999SB
to Provide a Comprehensive Salary and Compensation Study**

The Navajo Nation Purchasing Services Department is soliciting for sealed proposals and bids to conduct a comprehensive salary and compensation study for the Navajo Nation Judicial Branch to support fair, competitive, and culturally grounded compensation practices.

The RFP is available at the following link: <https://www.nnooc.org/request-for-proposals-2026/>

Online Advertisement Run Date:	February 20, 2026
Newspaper Advertisement Run Date:	February 26, 2026
Closing Date:	March 6, 2026

NAVAJO NATION JUDICIAL BRANCH
Scope of Work & Specifications
to
Conduct a Comprehensive Salary and Compensation Study

BID# 26-01-3999SB

SECTION 1 - OVERVIEW

A. General Information

The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, and other governments in Diné bi beenahaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws.

Pursuant to Diné bi beenahaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People. The Judicial Branch provides these services in the Administrative Office of the Courts, Navajo Supreme Court and in twelve (12) judicial districts.

NNJB is inviting qualified and well-established Contractors capable of conducting a comprehensive salary and pay compensation study for the Judicial Branch to support fair, competitive, and culturally grounded compensation practices.

B. Dates for delivery of products- Contractor must complete deliverables by September 30, 2026.

C. Contact Information

Office of the Chief Justice
Reba Francisco, Judicial Executive Assistant
P. O. Box 520
Window Rock, AZ 86515
Telephone Number: 928-871-7669
Email address: rebafrancisco@navajo-nsn.gov

D. Addendum to the RFP - in the event it becomes necessary to revise any part of the RFP, NNJB shall issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.

E. Inquiries Regarding this RFP - Questions regarding this RFP should be submitted in writing (email, regular mail) to the Navajo Nation Office of the Chief Justice. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial.

F. Rejection of Proposals - The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals whenever such rejection is deemed in the

best interest of the Navajo Nation.

SECTION 2 -PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION

A. Deadline - All proposals & bids must be physically submitted to:

Delivery via UPS or Federal Express Navajo
Nation Purchasing Department
Administration Building 1
Window Rock Boulevard
Window Rock, AZ 86515
ATTN: Sharon Belone, Buyer
Phone: 928-871-6141

Delivery via US Mail
Navajo Nation Purchasing Department
P. O. Box 3150
Window Rock, AZ 86515
ATTN: Sharon Belone, Buyer

Proposals due March 6, 2026 by 4:00 PM local Window Rock, AZ time (MST).

Late, facsimiled, or emailed proposals will not be accepted. Late, facsimiled, or emailed proposals will be returned unopened to the firm unrated and firms responding in such fashion shall be considered non-responsive. Use of mail and/or delivery service is at the respondent's own risk. A post mark by the due date on the package will not substitute for the actual, physical receipt of proposal and bid by the deadline.

- B. Proposal Submittal Specifications - All proposals & bids shall be submitted in a sealed envelope clearly marked: "DO NOT OPEN - BID #26-01-3999SB - PROPOSAL TO CONDUCT A COMPREHENSIVE SALARY AND COMPENSATION STUDY".
1. Name and address of the firm submitting the proposal shall be written legibly on the outside of the sealed envelope.
 2. All Bid Sheets shall be submitted within the sealed proposal, separately.
 3. Note whether firm is a Navajo Nation Priority 1 or Priority 2 vendor.

SECTION 3 -SPECIFICATIONS TO CONDUCT A COMPREHENSIVE SALARY AND COMPENSATION STUDY OF THE JUDICIAL BRANCH

A. Purpose and Deliverables

The purpose of this project will be to conduct a comprehensive salary and pay compensation study for the Navajo Nation Judicial Branch to support fair, competitive, and culturally grounded compensation practices. The study will encompass all Judicial Branch classified and unclassified personnel positions: judicial officers, Peacemaking Program personnel, Court Administrators,

Clerks, Probation Officers, and other designated court and administrative personnel at locations listed in Attachment “B”.

The contractor will review existing job descriptions, compensation structures, and personnel policies, and will coordinate with Navajo Nation leadership to ensure alignment with Diné values, tribal sovereignty, and traditional justice systems. The study shall be conducted using recognized best practices in human resources and compensation analysis with an understanding of Navajo laws, values, and the Judicial Branch as a government/public service entity.

In recognition of judicial independence, the contractor shall ensure that compensation recommendations for judges, judicial officers and Peacemaking staff support impartial decision-making, minimize undue influence, and reflect the unique responsibilities of adjudicating under Navajo Nation and other applicable laws. Moreover, the contractor shall ensure that the positions are assessed based upon the specific skills of the job descriptions and applicable statutory and/or court rule qualifications.

Market data will be gathered from comparable courts (tribal, federal, state and local), and similarly situated justice systems, with consideration of prevailing wage concepts, multi-jurisdictional legal reviews,, and geographical size of the NNJB service area.

- B. Key data elements for compensation comparison will include:
- a. Job title, classification, and pay grade
 - b. Essential duties, decision-making authority, and level of responsibility
 - c. Required education, certifications, and experience
 - d. Navajo language proficiency and cultural knowledge relevant to dispute resolution
 - e. Years of service, caseload volume, and complexity
 - f. Geographic location and cost-of-living factors
 - g. Base salary, stipends, supplemental pay, and total compensation value
 - h. Other data elements derived from planning with NNJB
- C. Deliverables will include, in coordination with the Chief Justice and her designees:
- 1. Coordination and collaboration to plan and develop a comprehensive salary study;
 - 2. Define the “market”;
 - 3. Conduct job matching for current and future, proposed positions to ensure correct data elements are being compared;
 - 4. Develop a survey tool and conduct interviews;
 - 5. A written report documenting an introduction to the study, the methodology utilized, salary study findings, and alignment with Navajo values as expressed in statutes and policies;
 - 6. Ensure the reliability and credibility of the data with appropriate validation techniques;
 - 7. Proposed salary schedules using most appropriate salary grading model and methodology;

8. Optional implementation strategies with procedural recommendations for employee wage/salary step increases, emphasizing bilingualism, traditional cultural knowledge, education, career development, training and years of service, and standard competencies.
9. Findings and recommendations will be presented to the Chief Justice.

SECTION 4 - GENERAL REQUIREMENTS

- A. Standard Contract - The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provisions of the Navajo Nation Business and Procurement Act, at 12 N. N. C. § 301-371 et seq., the Navajo Preference in Employment Act, at 15 N. N. C. § 601 et seq., and the Navajo Business Opportunity Act, at 5 N. N. C. § 201 et seq.
- B. Availability of Funds - Any contract with the Navajo Nation is contingent upon the availability of funds appropriated by the U. S. Congress and/or the Navajo Nation Council, pursuant to 2 N. N. C. § 223 (A).
- C. Indemnification - Contractor shall agree to hold harmless and to indemnify the Navajo Nation against any and all losses, costs, damages, claims, expenses or other liability whatsoever arising out of or in connection with Contractor's services under proposed contract including, but not limited to, any accident to person or property.
- D. Sovereign Immunity - Nothing herein shall be considered a waiver, express or implied, of the sovereign immunity of the Navajo Nation except to the extent provided for in the Navajo Nation Sovereign Immunity Act, 1 N. N. C. §551 et. seq.
- E. Taxes - If applicable, all work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales Tax, 24 N. N. C. § 601 et seq.
- F. Proprietary Information - Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be clearly marked "Proprietary".
- G. Ownership of Proposals - All materials submitted with the RFP accepted for review and evaluation shall become the property of NNJB and not returned to the firm. NNJB has the right to use any or all information presented in the RFP subject to limitations outlined in Paragraph F above under SECTION 4. Disqualification or non-selection of a Contractor or proposal does not eliminate this right.
- H. Contractual Obligation - The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award.
- I. Cost Incurred - The Navajo Nation is not liable for any cost incurred by the firm prior to issuance of a signed contract award for services. Cost incurred as a result of participating in this RFP process shall be at the sole risk and responsibility of the respondent.
- J. Legal Review - Best efforts shall be used to resolve any disputes through informal means. In the unlikely event that formal action must be taken, all agreements will be interpreted by the law of the Navajo Nation. The Navajo Nation reserves the right to pursue appropriate legal action in the set of circumstances in Navajo Nation Courts.
- K. Sufficient Appropriation - A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Contractor shall affect such termination or reduction in scope. The NNJB Chief Justice's decision to terminate or reduce the scope due to insufficient appropriations

shall be accepted as final by the Contractor.

SECTION 5 - PROPOSAL CONTENT AND EVALUATION CRITERIA

A. Organization and Content

1. All proposals shall be printed on standard 8 1/2" X 11" paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
2. Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.
3. Appearance of proposal, including methodical and logical organization, is important and professionalism in proposal presentation should not be neglected.
4. Letter of Interest -Proposal shall have a Letter of Interest stating the firm's interest in delivering the product and services as specified in BID #26-01-3999SB. The letter of Interest shall have an original signature of individual(s) responding to this RFP.
5. Contact Information -Proposal shall provide the following contact information:
 - a. Person or firm responding to BID #26-01-3999SB.
 - b. Name, title, and contact number(s) of person(s) authorized to provide clarification on submitted proposal and negotiate on behalf of the firm regarding proposal and relative documents.
6. Statement of Qualification -Proposal shall have a Statement of Qualification which will address the following:
 - a. The firm's ability to provide services.
 - b. Previous experience and past performance providing similar services; including references (contact information) of previous clients served within the last three (3) years; and
 - c. Information of the firm's prior experience working with Native American tribes, especially the Navajo Nation.
7. Response to RFP Specifications -Response to specifications shall be addressed in the order in which they appear on this RFP.
 - a. Bid quotes pricing the work detailed in SECTIONS 3 shall be sealed and enclosed separately.
 - b. Each BID SHEET shall be Signed by the authorized representative designated under SECTION 5. A .5. b. Bid quotes shall remain valid for 45 days from the proposal and bid submittal deadline as specified under SECTION 2. A. Bid Sheets will be utilized by NNJB to uniformly compare quotes. Clear, concise, and understandable proposals and bids will be appreciated.
8. Additional Information - Proposal may contain other information or material which may improve the quality of the proposal pertaining to the firm providing equipment with repair and maintenance.

B. Evaluation Procedures

1. Only those proposals and bids submitted within the established deadline (SECTION 2. A.) shall be opened and reviewed for responsiveness. Proposals shall be open in accordance with the Navajo Nation Business Opportunity Act, 5 N. N. C. § 201 et seq.
2. Representatives from the Navajo Nation Purchasing Department (Office of the Controller) and NNJB will be present for the opening of sealed proposals and bids.
3. After each sealed proposal is opened, the content of the sealed envelope will be examined and reviewed for responsiveness to Bid #26-01-3999SB. The "CHECK LIST FOR RESPONSIVENESS TO BID# 26-01-3999SB" will be utilized for this purpose. Failure to adhere to the check list, or provide specified documents, may result in a determination of "non-responsive". A proposal determined to be non-responsive will not be evaluated beyond this point. A copy of the check list is attached as ATTACHMENT B. Please use the check list as a tool to ensure all pertinent documents are included in the proposal.
4. Proposals determined to be responsive to BID# 26-01-3999SB will be evaluated on the criteria outlined under SECTION 5.D.1.
5. Based on the evaluations of proposals, NNJB may choose to consult with the top-rated firms for additional information.

C. Evaluation Criteria

Proposals will be evaluated by a review committee using the criteria below. Total possible score: 100 points.

1. Understanding of Scope and Project Approach (20 points)
 - Demonstrated understanding of court systems, alternative dispute resolution systems, traditional dispute resolution systems and probation/parole systems as well as administrative offices that support justice systems
 - Clear, feasible methodology for conducting a compensation study
 - Alignment with best human resources best practices
2. Qualifications and Experience (20 points)
 - Relevant experience conducting salary or compensation studies
 - Experience working with courts, alternative dispute resolution systems, governments, , or other types of justice systems
 - Knowledge of traditional dispute resolution
3. Cultural Competence and Navajo Nation Context (20 points)
 - Approach to recognizing cultural knowledge and language proficiency in compensation analysis
 - Experience working respectfully within sovereign governments
4. Data Collection and Analysis Plan (15 points)

- Identification of appropriate comparison jurisdictions and data sources
- Use of defensible, transparent, and equitable compensation analysis methods
- Consideration of internal equity, external competitiveness, and prevailing wage concepts

5. Deliverables, Timeline, and Presentation (15 points)

- Clarity and completeness of proposed deliverables
- Realistic timeline and work plan
- Ability to present findings clearly to Judicial leadership, oral and written reports

End of Scope of Work & Specifications for BID# 26-01-3999SB

ATTACHMENT A
Navajo Nation Judicial Branch
Bid #26-01-3999SB
to Provide a Comprehensive Salary and Compensation Study

PROPOSAL SUBMITTAL SPECIFICATIONS

	Description	Points
1	<p>Understanding of Scope and Project Approach (20 points)</p> <p>Demonstrated understanding of the Navajo Nation Judicial Branch, Peacemaking Program, traditional dispute resolution, and judicial independence Clear, feasible methodology for conducting a compensation study Alignment with best human resources practices</p>	
2	<p>Qualifications and Experience (20 points)</p> <p>Relevant experience conducting salary or compensation studies Experience working with sovereign governments, courts, justice systems or organizations Knowledge of traditional dispute resolution</p>	
3	<p>Cultural Competence and Navajo Nation Context (20 points)</p> <p>Approach to recognizing cultural knowledge and language proficiency in compensation analysis Experience working respectfully within sovereign tribal systems</p>	
4	<p>Data Collection and Analysis Plan (15 points)</p> <p>Identification of appropriate comparison jurisdictions and data sources Use of defensible, transparent, and equitable compensation analysis methods Consideration of internal equity, external competitiveness, and prevailing wage concepts</p>	
5	<p>Deliverables, Timeline, and Presentation (15 points)</p> <p>Clarity and completeness of proposed deliverables Realistic timeline and work plan Ability to present findings clearly to Judicial leadership</p>	
	TOTAL POINTS (100 possible)	

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and Contracting Eligibility

 Consultant/Project Name

 Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
 - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
 - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
 - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
 - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
 - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
 - g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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

 Printed name individual signing on Applicant's behalf

 Applicant Address

 Title of individual signing on Applicant's behalf

 Applicant Address

 Signature of individual signing on Applicant's behalf

 Applicant Address

 Date

