

REQUEST FOR PROPOSALS

PROPOSAL DUE DATE : 5:00 p.m. MDST February 16, 2024

DESCRIPTION : The Navajo Nation Judicial Branch, through the Administrative Office of the Courts, is seeking proposals to conduct a comprehensive assessment of the needs to enable the Navajo Nation to implement a Judicial Branch wide e-Filing system.

BID NUMBER : 23-01-3221KS

CONTACT PERSON :

Ben Mariano, Automation and Information Technology Manager

Karen Francis, Acting Administrative Director

Email: benmariano@navajo-nsn.gov

Phone Number: (928) 871-6762

Direct Number: (928) 871-6765

Fax Number: (928) 871-6761

RETURN RESPONSES TO

Mailing Address : The Navajo Nation Judicial Branch
Administrative Office of the Courts
P.O. Box 520
Window Rock, Arizona 86515
Attn: Ben Mariano, Bid No. 23-01-3221KS

Physical Address : Administrative Office of the Courts
Window Rock Blvd.
7968A Window Rock Veterans Park
Window Rock, AZ 86515
Attn: Ben Mariano, Bid No. 23-01-3221KS

Please Submit Four (4) sets of your Proposal (one original and three copies)

- Must Identify Bid Number and Company Name on the outside of all sealed packages or envelopes.
- Any proposal received after the closing date and time will not be accepted and will be returned to the sender. Faxed or emailed proposals will not be accepted.

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SECTION I

INFORMATION ONLY, A RESPONSE TO THIS SECTION IS NOT REQUIRED

A. ISSUING OFFICE:

This Request for Proposal (RFP) is issued by the Navajo Nation Judicial Branch, through its Administrative Office of the Courts, P.O. Box 520, Window Rock, Arizona. The contact people for this RFP are Ben Mariano, Automation and Information Technology Manager, and Karen Francis, Acting Administrative Director.

B. PURPOSE:

This RFP provides prospective respondents with sufficient information to enable them to prepare and submit a proposal for consideration.

C. SCOPE:

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each proposal.

D. PROCUREMENT OF RFP:

This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Respondents shall familiarize themselves with Navajo Nation laws and regulations prior to submitting responses to this RFP and may request a copy of Navajo Nation procurement law and regulations from the Administrative Office of the Courts at any time up to the Deadline for Proposals.

Only the Nation's official, written responses and communications with Respondents are binding regarding this RFP. Oral communications between a Nation official and one or more Respondents are unofficial and non-binding. Potential Respondents must ensure that the Nation receives all written questions and comments, including questions and requests for clarification, no later than the Written Questions & Comments Deadline February 02, 2024.

The Nation reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses to written comments, questions, and requests related to this RFP. The Nation's official, written responses will constitute an amendment of this RFP. Any data or factual information provided by the Nation (in this RFP, an RFP amendment or any other communication relating to this RFP) is for informational purposes only. The Nation will make reasonable efforts to ensure the accuracy of such data or information, however it is the Respondent's obligation to independently verify any data or information provided by the Nation. Any prospective Respondent having questions and comments concerning this RFP must provide them in writing to the Nation no later than the Written Questions & Comments Deadline February 02, 2023. The Nation will not accept

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late responses, and a Respondent’s failure to submit a response before the deadline will result in disqualification of the response.

E. SCHEDULE OF ACTIVITIES:

DEADLINE:

- | | |
|--|---|
| 1. Public Advertisement Begins | January 23, 2024 |
| 2. Prospective respondent’s written question deadline
(No questions accepted after this date) | February 02, 2024 |
| 3. Responses to questions | February 09, 2024 |
| 4. Advertisement Closing | February 16, 2024 |
| 5. Due date for proposals | February 16, 2024 by 5 p.m. MDST |
| 6. Opening of proposals and evaluation by
Review Team on or by | February 23, 2024 |
| 7. Award date for contract on or by
Review process | February 29, 2024 Pending Internal Government |

F. INQUIRIES:

Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Ben Mariano, Automation and Information Technology Manager, at benmariano@navajo-nsn.gov. No inquiries will be accepted after the inquiry deadline listed in section E. NOTE: Inquires shall reference Comprehensive Assessment for EFiling Bid Number No. 23-01-3221KS.

G. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:

If it becomes necessary to revise any part of this RFP, an addendum will be issued.

H. PROPOSAL SUBMISSION:

Proposal must be received on or before 5:00 p.m., February 16, 2024 (MDST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. No electronic submittals. Late proposals will not be accepted.

- I. FOUR SETS OF PROPOSAL ARE REQUIRED:** Four sets of the proposal must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name- “Comprehensive Assessment for EFiling Bid Number No. 23-01-3221KS” –and the name and address of the firm submitting the proposal.

Proposal Format:

Respondents shall provide information in the following format:

Part A. Written Proposal

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- a. Section 1: Cover Letter and Respondent overview*
- b. Section 2: Company Credentials, Qualification and Staff Resume(s)
- c. Section 3: EFiling IT Infrastructure Assessment Experience with Judicial systems
- d. Section 4: List of similar services provided to other clients for requested services for the last five years.
- e. Section 5: Signed W-9 Form and Suspension/Debarment Form, see attached.
- f. Section 6: Certification of Insurance, see attached.

Part B. Cost Proposal (Sealed separately in envelope)

- g. State total cost for Part I

*Respondents must include a statement in Cover Letter (Section I) that they agree to terms of the sample Navajo Nation contract template (see attached).

J. COST PROPOSAL:

Cost proposals shall be sealed separately and not part of the proposal. Only when respondents have met the minimum qualification will the cost proposals be opened. If respondent fails to submit cost separately from proposal will result in respondent deemed non-responsive.

K. REJECTION OF PROPOSALS:

The Judicial Branch, Administrative Office of the Courts (AOC), reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the AOC Administrative Director determines it is in the best interest of the Navajo Nation.

L. PROPRIETARY INFORMATION:

Any restriction on the use of data contained within any proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word "proprietary".

M. RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP shall become property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by AOC and may be reviewed by any person after final selection has been made, subject to paragraph L above. AOC has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in

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paragraph L above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

N. INCURRING COSTS:

AOC is not liable for any cost by the respondents prior to issuance of a contract.

O. ACCEPTANCE TIME:

AOC intends to make a respondent selection within a reasonable timeframe after the closing date for receipt of proposals.

P. SUFFICIENT APPROPRIATION:

A contract awarded because 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 Respondent shall affect such termination or reduction in scope. The AOC Administrative Director's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Respondent.

Q. EVALUATION PROCEDURES AND CRITERIA.

1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by respondents. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of AOC. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the Respondent who best meets this objective.
4. Evaluation Criteria: The following criteria will be used by an ad hoc committee in the selection process for contract award. Respondents and proposals will be evaluated to determine the best opportunity for the Judicial Branch.

Qualifying Point Criteria:

- a. Company Credentials & qualifications in performing the services sought.
0-25 points
- b. Resume or other description of qualifications of relevant experience and knowledge.
0-15 points

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- c. Responsiveness to Scope of Work 0-25 points
- d. List of similar implementation E-File services provided to other clients for requested services for the last five years. 0-15 points
- e. Navajo Nation vendor, Priority 1 or 2 0-10 points
- Subtotal, possible points 90***

*Must obtain a minimum of 35 points to qualify for opening of cost proposal. Otherwise, the Respondent is disqualified.

Cost Point Criteria:

- f. Delivery of all services at a reasonable cost. 0-10 points
- Total possible points = 100**

R. STANDARD CONTRACT:

The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations because of a proposal submitted in response to the RFP (see attached contract template).

S. TAX:

All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. seq.) or as stated in the Navajo Nation proposed contract.

T. TERM:

The term of this contract will be for a period of one (1) year from the date of award.

U. SOVEREIGNTY:

The Navajo Nation will not relinquish any of its sovereign rights. Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded. The Navajo Nation includes, but not limited to, Sovereign immunity or official immunity and it is Expressly agreed that the Navajo Nation retains such privileges.

V. COMPLIANCE WITH LAWS AND REGULATIONS:

The successful Respondent shall comply with all applicable Navajo, Federal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge.

W. INDEMINIFICATION:

To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Respondent shall indemnify and hold harmless the Navajo Nation and its officials, employees

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and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Respondent further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Respondent, its agents, associates, or employees.

The indemnification provided above shall obligate the Respondent to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Respondent shall obligate the Respondent to comply with the foregoing indemnity provision.

- X. **PROCESSING OF PAYMENTS:** The payment procedures established by the Division of Finance shall be adhered to and are to begin whenever services/goods are delivered and accepted.

SECTION II
SCOPE OF WORK

A. **BACKGROUND**

The mission of the Judicial Branch of the Navajo Nation is to provide exceptional services to the Navajo People by providing an accessible justice system while ensuring judicial independence. This is accomplished by providing court, probation and parole program as well as Peacemaking services throughout the Navajo Nation reservation spanning in three (3) states (Arizona, New Mexico, and Utah). The Judicial Branch, through its Administrative Office of the Courts (AOC) desires to have a comprehensive IT infrastructure assessment to determine a roadmap for successful implementation of an e-File system. Currently, the document management system and case management system work together but are not fully integrated. To achieve a successful e-File system, the integration of all three components will need to be accomplished.

B. **RESPONDENT REQUIREMENTS**

All Respondents must have, as a minimum, the capabilities listed herein, and the proposals submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.

C. **INFORMATION TECHNOLOGY (IT) CONSULTANT SERVICES WILL CONSIST OF THE FOLLOWING:**

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The Judicial Branch, Administrative Office of the Courts, is seeking proposals to conduct a comprehensive Information Technology (IT) infrastructure and other needs assessment for the purpose of implementing a e-File system for the Judicial Branch of the Navajo Nation.

Part I: Scope of Work

The purpose of this RFP is to engage a Contractor to conduct a comprehensive assessment of the Information Technology (IT) needs to enable the Navajo Nation (Nation) to implement a Navajo Nation Judicial Branch wide e-Filing. The Contractor shall produce a comprehensive report detailing current case management, document management and e-Filing interface uses across all Navajo Nation courts, probation/parole program, and peacemaking program as well as provide comprehensive recommendations to move Navajo Nation Judicial Branch to a unified e-Filing system, including potential market solutions. This shall include the financial systems' interactions that must occur in conjunction with filings and other court/program documents. The primary responsibility of the Contractor will be to develop a comprehensive plan to integrate and/or implement an e-Filing solution for the Judicial Branch.

Additionally, the plan shall enable Judicial Branch wide court data collection through the recommended implementation in support of the analysis, management, and reporting activities within the Judicial Branch, as well as among other consumers of court filing information. The comprehensive study will involve interviews with key stakeholders, demonstrated understanding of the process flow of court filings, and documentation of existing investment in eFiling systems currently in use.

The comprehensive assessment and all reports shall be completed by the Contractor within six (6) months from the Contract Effective Date. The required deliverables shall include:

1. the Contractor to conduct walk-throughs at the direction of the Judicial Branch which shall include visits, observations, and interviews of the below:
 - a. Supreme Court
 - b. District/Family Courts
 - c. Probation/Parole program sites
 - d. Peacemaking program sites
 - e. AOC
 - f. Navajo Nation Department of Information Technology as necessary
2. a minimum of five (5) judicial stakeholder listening sessions at the direction of the Judicial Branch to include:
 - a. Lawyers/legal advocates
 - b. Government justice partners
 - c. Non-governmental justice partners
 - d. Court data consumers
3. provide a documented comprehensive needs assessment based upon the gathered information.

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4. Provide a strategic and tactical comprehensive report addressing the needs assessed, information technology investment, and operations in the areas listed below as well as providing recommendations on any other systems and technology improvements necessary to support the recommended eFiling solution as well as meet the data collection, analysis, and reporting goals of the Judicial Branch:
 - a. applications/IT solutions, including hardware and software minimum requirements;
 - b. data and systems integration;
 - c. infrastructure; and
 - d. staffing level needs for subject matter court experts as well as Judicial IT
 - e. governance
 - f. finance
5. Provide a full portfolio of two to four enterprise e-Filing solution options including the pros and cons of each option and justification for the recommended solution including rationale and costs.
6. Provide an e-Filing implementation roadmap that connects the proposed strategy and steps for execution which identifies outcomes to be delivered over a suggested timeframe including integration of existing systems, if recommended, and high-level tasks and key success factors to be measurable.
7. Provide a stakeholder matrix that identifies all stakeholders, groups them according to their levels of participation and priority and recommends the best way to engage and communicate with each stakeholder group.
8. Provide a documented communications plan that defines a strategic message for the project and instructions for delivering that message to key stakeholders.
9. Provide in the report a discussion that includes cost estimates and funding recommendations for the recommended e-Filing Solution and any other recommended systems, infrastructure enhancements/modifications, etc.
10. Provide a Risk Register that identifies and documents all risks, including the nature of the risk and mitigation factors.
11. Provide a project schedule to the Nation with key milestones and delivery dates within fifteen (15) days of contract Effective Date. The project schedule is subject to the Nation's written approval.
12. After presentation and review of the Report and at the direction of the Nation, Contractor shall assist the Nation in the development of a draft Request for Proposals for future procurement of any recommended e-Filing systems or other recommended procurements necessary to meet the Nation's goals for meeting its comprehensive data collection needs. Any such RFPs shall be subject to the Navajo Nation government procurement processes and requirements including ethics and conflict of interest restrictions pursuant to Navajo Nation Government in Ethics Law, 2 N.N.C. § 3741 *et seq.* and the Judicial Branch's Employee Code of Conduct.

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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 FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)
Requester's name and address (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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
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Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE