



NAVAJO PREPARATORY SCHOOL

REQUEST FOR PROPOSALS FEDERAL CONSULTANT

FEDERAL CONSULTANT

RFP Schedule

Action	Date and Time
RFP Issued	3/5/2025
READ ALL DOCUMENTS: Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFP.	
Questions due	3/14/2025
Answers distributed via Addendum	3/21/2025
RFP Due Date and Time	4/4/2025
Committee Review and Selection Process	TBD
Vendor Selected and Awarded	TBD

RFP Buyer Contact Information

Name	Yvette Escojeda
Phone Number	(505) 326-6571 Ext. 120
E-Mail	yescojeda@navajoprep.com
Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents. Any other communication will be considered unofficial and non-binding.	

RFP Submittal

Proposals must be submitted electronically via email or link to file (Dropbox, Sharepoint, etc.) by required date and time as noted on RFP document.
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**REQUEST FOR PROPOSAL
FEDERAL CONSULTANT**

Navajo Preparatory School (NPS) is requesting sealed proposals from qualified federal consultants. The proposal may also be obtained by downloading from the Navajo Preparatory School website at <https://navajoprep.com/rfps/>.

Proposers are responsible for securing any and all addenda issued.

Responses to this RFP shall be submitted via email to Yvette Escojeda at yescojeda@navajoprep.com by **April 4, 2025; no later than 5 PM.**

LATE PROPOSALS WILL NOT BE ACCEPTED.

Navajo Preparatory School reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of Navajo Preparatory School.

Navajo Preparatory School encourages and welcomes bids from small, local, women's, Native American, and other minority-owned business enterprises.

Ad Published: March 5, 2025

REQUEST FOR PROPOSAL

FEDERAL CONSULTANT

I. INTRODUCTION AND BACKGROUND

Navajo Preparatory School Inc. was established in 1991 by the Education Committee of the Navajo Nation Council. The school was founded to develop leaders for the Navajo Nation by cultivating Diné values and identity and offering a rigorous living and learning college preparatory program. Navajo Prep is a tribally controlled grant school, authorized by the Navajo Nation and federally funded through the Bureau of Indian Education. The school is situated on a 82.45-acre campus, formerly the Navajo Methodist Mission School. The campus was purchased by the Navajo Nation in 1995.

Navajo Prep serves 291 students in grades 9-12 students from across all 110 Chapters of the Navajo Nation and from other states such as Idaho, South Dakota, and Montana. Located in Farmington, New Mexico, Navajo Prep provides transportation to pick up and drop off students, which amounts in over 1,500 miles a week. Students live in six residential student homes on campus that each house 32 students. Sixty-eight percent (68%) of students live on campus for five or seven days a week.

Navajo Prep is authorized as an International Baccalaureate World School and provides high-quality international education, fostering inquiring, knowledgeable, and caring young people committed to building a better world through intercultural understanding and respect.

Navajo Preparatory School is a Tribally Controlled School (TCS), meaning it operates independently from state education agencies and the BIE, which cannot impose additional restrictions beyond statutory and regulatory requirements. However, tribally controlled schools face significant funding challenges, as they:

- Cannot draw on local tax revenue or issue bonds.
- Rely primarily on federal funding for operations.
- Receive no designated funding for technology infrastructure, equipment, or management.

The United States has a trust, treaty, and statutory responsibility to provide American Indian students with a quality and culturally responsive education. This includes funding, policies, and structures to support educational programming, services, and safe facilities. The Bureau of Indian Affairs (BIA) and

the Bureau of Indian Education (BIE) are responsible for carrying out congressional directives regarding American Indian education. A federal consultant would support ongoing collaboration and advocacy between Navajo Prep and federal governmental entities such as the BIA, BIE, and Congressional leaders.

Navajo Preparatory School actively supports federal policy development by providing outreach and guidance on Indian education. The school advocates for increased funding and structural reforms to strengthen tribally controlled education and works to develop advancement infrastructure that ensures the school's long-term sustainability.

II. SCOPE OF WORK– Refer to Exhibit A

III. RESPONSE TO RFP

Navajo Preparatory School is seeking proposals from offerors capable of providing all the work described in the Scope of Work, including attachments.

A. Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Narrative of proposed design approach and methodology - Provide information on methodologies and practices used to communicate with the Head of School and her designee.
3. Company Experience - A description of the Proposer's experience and capability of fulfilling this contract if awarded also include company history with biographies and/or resumes for principal contacts.
4. Team Information – Provide the names of any outside consultants and/or sub Proposers to be utilized, including contact information and a brief description of their role(s) in the project.
5. Cost Proposal - A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period.
6. Proposed timeline and company availability.

7. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Project Methodology and Approach	0 – 35 Points
B. Firm Experience with Native American clients and experience with legislation and advocacy relating to federal programming such as Bureau of Indian Education and other agencies and prior experience of Key Project Staff	0 – 25 Points
C. Pricing / fee proposal	0 – 25 Points
D. Available Resources and Consultant Location	0 – 15 Points

The selection committee will primarily be composed of Navajo Preparatory School employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Navajo Preparatory School policies and procedures. Navajo Preparatory School reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Navajo Preparatory School may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

V. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Proposer shall pay the cost of such insurance.

a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$1,000,000 in general aggregate with \$2,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent Proposer's liability (if applicable) written on an occurrence form.
- ii) Business Automobile Liability: \$500,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of New Mexico and employer's liability with limits of \$1,000,000 per accident.
- iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

b. Each insurance policy required by this Agreement shall contain the following clauses:

- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Navajo Preparatory School".
- ii) "It is agreed that any insurance or self-insurance maintained by Navajo Preparatory School, its elected or appointed officials, employees, agents and volunteers shall be excess of Proposer's insurance and shall not contribute with insurance provided by this policy."

- c. Insurance is to be placed with insurers acceptable to and approved by Navajo Preparatory School. The Proposer's insurer must be authorized to do business in Washington, DC at the time the license is executed, and throughout the time period the license is maintained unless otherwise agreed to in writing by Navajo Preparatory School. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- d. Navajo Preparatory School shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by Navajo Preparatory School before work begins on the premises.
- e. Navajo Preparatory School reserves the right to require complete, certified copies of all required insurance policies at any time.
- f. Any deductibles or self-insured retentions must be declared to and approved by Navajo Preparatory School. At the option of Navajo Preparatory School, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to Navajo Preparatory School, their elected and appointed officials, employees, agents and volunteers; or Proposer shall provide a financial guarantee satisfactory to Navajo Preparatory School guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- g. Proposer shall include all of its Proposers as insured under its policies or shall furnish separate certificates and endorsements for each Proposer. All coverages for Proposer's Proposers shall be subject to all of the requirements stated herein.
- h. Nothing contained herein shall be construed as limiting in any way the extent to which Proposer may be held responsible for payments of damages to persons or property resulting from the activities of Proposer or its agents, employees, invitees or Proposers upon the Premises during the License Period.

VI. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be licensed Proposers, for this type of work, and who meet Navajo Preparatory School's insurance and bonding requirements and have experience with all work defined in the scope of work.
- B. All work must meet current industry standards, including all Federal, State, and local rules and regulations.
- C. Navajo Preparatory School reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- D. Navajo Preparatory School will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- E. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Navajo Preparatory School assumes no liability for any costs incurred by offerors throughout the entire selection process.
- F. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Navajo Preparatory School and will not be returned to the offeror.
- G. Conflict of Interest – No member, officer, or employee of Navajo Preparatory School, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Navajo Preparatory School policy.
- H. Non-Collusion - The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- I. Award of Contract - The selection of the company will be made by a selection committee. Navajo Preparatory School reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Navajo Preparatory School may award this contract without discussion of proposals received

from prospective service providers.

The selected company shall enter into a written agreement with Navajo Preparatory School. Navajo Preparatory School reserves the right to cancel this Request for Proposal.

Navajo Preparatory School reserves the right to reject any or all proposals received. Furthermore, Navajo Preparatory School shall have the right to waive any informality or technicality in proposals received, when in the best interest of Navajo Preparatory School.

Navajo Preparatory School reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

VII. ADDITIONAL INFORMATION

Price Guarantee: All pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Navajo Preparatory School.

The Proposer will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Navajo Preparatory School.

- A. Invoices must contain a complete description of the work/service / goods that was performed/provided, the contract price for each service, Navajo Preparatory School purchase order or contract number, and address of service location or delivery address.

B. Invoices shall be sent to the following address:

Navajo Preparatory School

c/o Accounts Payable

1220 W. Apache Street, Farmington, NM 87401

OR

Email: ap@navajoprep.com

EXHIBIT A

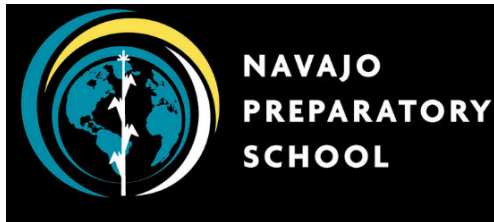
Scope of Work

Navajo Preparatory School seeks to retain the services of a federal consultant who possesses significant demonstrable experience in federal advocacy. The consultant shall have existing relationships with federal governmental staffers within the federal capitals, at governmental agencies, and with other educational-focused consultants. Navajo Preparatory School is primarily seeking a consultant who can help secure federal funding, advocate for the Navajo Preparatory School's financial needs, and be an expert navigator of the federal government.

Specifically, the requested services may include but are not limited to the following:

1. Identify and devise strategies to successfully secure federal funding and legislation for Navajo Preparatory School and Indian education.
2. Research and provide information to Navajo Preparatory School on existing and emerging legislation, availability of funding, distribution of funding, techniques to be used to capitalize on opportunities, and examples of successful federal government applications.
3. Monitor bills that may impact the interests of Navajo Preparatory School in accordance with the legislative priorities established by Navajo Preparatory School and provide interpretation and analysis of bills to the Head of School or her designee.
4. Work closely with the Head of School or her designee to assess the impact of certain bills and administrative decisions and to develop a response from Navajo Preparatory School either in support, opposition, or seeking amendments to bills or administrative rules.
5. Provide frequent legislative briefings to the Head of School or her designee, including information regarding major highlights and priority bills requiring the Navajo Preparatory School's attention.
6. Represent Navajo Preparatory School by meeting with legislators, their staff, and governmental agency officials to advance the Tribally Controlled Schools including Navajo Preparatory School legislative agenda and interests.
7. Coordinate visits upon request with legislators, their staff, and governmental agency officials to advance the Tribally Controlled Schools including Navajo Preparatory School legislative agenda and interests.
8. Prepare written and oral testimony and prepare Head of School or her designee to provide testimony at committee hearings and other meetings on behalf of Navajo Preparatory School.

9. Attend important congressional hearings, committee meetings, legislative visits and other advocacy opportunities with and on behalf of Navajo Preparatory School.
10. Track and review press releases, informational bulletins, and other important information released by the federal governments and their agencies.
11. Review and notify the Head of School or her designee of relevant federal grant opportunities.
12. Advocate for Tribally Controlled Schools including Navajo Preparatory School's funding in the federal budgets, through grants and legislation, and through any other appropriate means.
13. Work with Navajo Preparatory School staff to collaborate with legislators regarding the sponsorship of proposed bills and/or amendments to Federal law.
14. Provide the Head of School or her designee with a monthly written summary of legislative activities.
15. Inform key legislators of the unique challenges and opportunities facing BIE-funded schools through coordination of legislative outreach with other BIE-funded schools. Develop and share one-pagers with legislators see EXHIBIT B for an example.
16. Seek federal funding opportunities for ISEP, infrastructure, and congressional direct spending through utilizing resources such as networking, partnerships, and outreach to learn about potential funding opportunities.



OUR COMMUNITY

- Serve 294 students, grades 9-12, with 63% of students living on campus
- Students represent various Indigenous Tribes, Pueblos, and Nations within New Mexico, Arizona, Utah, and Montana.
- Every week, our buses travel 1,526 miles to pick up and drop off our students.
- Most Navajo Prep staff (65%) identify as Native American. Many of our teachers have taught at the university level and in international schools worldwide, including in India, China, Saudi Arabia, Kenya, Mongolia, Mexico, Cambodia, Egypt, Germany, the Philippines, and Japan.

OUR IMPACT

Culture

- Our language is in a state of emergency. Navajo Prep sustains and enriches the Navajo language and culture by embedding the Diné Bizaad program within all four years of the student experience.
- 100% percent of students are enrolled in a Navajo language and culture class that includes meaningful language assessment.
- Navajo Prep hosts weekly after-school culture nights. These presentations range from winter stories, shoe games, string games nights, cooking demonstrations, etc.

94% High School Graduation Rate

Since 2020, Navajo Prep has sustained a high school graduation rate of 94% or higher

College Preparation:

Navajo Prep prepares students for college and meets vigorous international standards as one of 5,800 International Baccalaureate schools worldwide.



100%

Students from the Class of 2024 were accepted to a 4-year college or university.



60%

60% of Class of 2018 graduates who began seeking a college degree completed that degree. This compares to 44% of American Indian students nation-wide. U.S. Census reports that only 12.5% of Native people in NM hold a bachelor's degree.



Regional Impact

Serve students from 52 distinct communities, allowing a far reach into the Navajo Nation and beyond.

Increased Social and Emotional Support

Support the mental, physical, emotional, social (K'e) cultural development of students by providing a safe, healthy, and supportive environment that recognizes individuality and independence.

Navajo Preparatory School
1220 West Apache St.
Farmington, NM 87401



www.navajoprep.com
(505) 326-6571



NAVAJO PREPARATORY SCHOOL

YIDEESKÁÁGÓÓ NAAT'ÁANII

Leaders Now and Into the Future



KEY ISSUES

Weighted Student Unit:

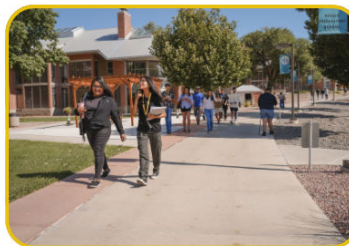
- Request an increase in funding for the Indian School Equalization Program (ISEP) to better support Tribally Controlled Schools. Currently, ISEP funding is significantly lower than necessary, with Navajo Prep receives \$7,790 per pupil compared to \$13,933 per pupil for New Mexico Public Schools. This represents a **44% funding disparity** that undermines educational equity for Tribally Controlled Schools.

Tribally Controlled School Funding:

- Tribally controlled schools cannot draw on the local tax base, cannot issue bonds, and primarily rely on support from the federal government.
- Tribally Controlled Schools receive no designated funding for technology infrastructure, equipment, or management. Navajo Prep subsidizes ISEP funding to support safety, IT, and support staff, such as food services, transportation, and security. While ISEP funds are intended for direct academic services, schools must allocate ISEP funds toward these additional costs.

Policy Changes in Funding

- Full, mandatory funding for Bureau of Indian Education(BIE)** funded schools in the FY26 Budget Request.
- Reclassify BIE funding from discretionary to mandatory** to protect BIE schools and uphold the government's trust/treaty responsibility to American Indian education.
- Advance appropriations for the BIE until BIE funding is reclassified as mandatory funding.
- Navajo Prep **supports BIE's request for Contract Support Costs and Payments for Tribal Leases** (often referred to as "105(l) leases" or "full service leases") to be moved from the discretionary side to the mandatory side of the federal budget. There is legal precedence for the Federal government to pay Contract Support Costs and 105 Leases. Navajo Prep requests that all Tribal Grant Support Costs be treated as Contract Support Costs. Moving these expenses to mandatory will ensure that ISEP allocation does not compete with Tribal Grant Support Costs.
- Navajo Prep requests **support for the H.R.5669-Parity for Tribal Educators Act**, which would authorize tribal school employees' access to the Federal Employee Retirement System (FERS) pension program and the Thrift Savings Program (TSP) retirement program.
- Extend the Legacy Restoration Fund by **reauthorizing the Great American Outdoors Act** to address deferred maintenance backlogs on federal lands and Bureau of Indian Education funded schools. The Navajo Nation Bureau of Indian Education funded schools have thirty schools in "poor" condition comprising 34% of the total list.



Shawna Allison Becenti
Head of School

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Yvette Escojeda
Advocacy and Outreach Coordinator

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