



**NAVAJO  
PREPARATORY  
SCHOOL**

**REQUEST FOR PROPOSALS**

**Investment and Brokerage Services**

## Investment and Brokerage Services

### RFP Schedule

RFP Issued	02/24/2026
<b>READ ALL DOCUMENTS:</b> 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.	
Intent to Apply Required	03/13/2026
Vendor Questions Deadline	03/20/2026
Answers Distributed	03/24/2026
RFP Due Date and Time	03/27/2026
Selected vendors to present virtually	04/03/2026
Vendor Selected and Awarded	04/17/2026

### RFP Buyer Contact Information

<b>Name</b>	Manuel Watchman
<b>Phone Number</b>	(505) 326-6571
<b>E-Mail</b>	<a href="mailto:Manuel.watchman@navajoprep.com">Manuel.watchman@navajoprep.com</a>
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.

## **BACKGROUND**

Navajo Preparatory School is a four year tribally controlled BIE grant school, enrolling 314 students in grades 9-12. As a residential school, 68% of our students live in the residential homes. NPS provides a robust after-school program and transportation across the Navajo Nation and New Mexico communities. The school has 140 full and part time staff. Navajo Preparatory School was established in 1991 by the Education Committee of the Navajo Nation Council for the purpose of offering a college preparatory program for Native high school students and to produce leaders for the Navajo Nation. Navajo Prep School is located in Farmington, New Mexico on an 82.45 acre site formerly the campus of the Navajo Methodist Mission School. The land and the property were purchased by the Navajo Nation in 1995 and is now the permanent home of the Navajo Prep School under a 99-year lease with the Navajo Nation. This commitment of high standards extends to employee benefits as well and we are seeking medical insurance carrier proposals serve our employees. This commitment of high standards extends to the school's investments, and we are seeking qualified financial advisor and brokerage firm.

## **OBJECTIVE**

This Request for Proposal (RFP) is to help select a partner(s) that will provide high quality financial advice and brokerage services for Navajo Preparatory School's investments and endowment.

## **QUALIFICATIONS REQUIRED**

1. The selected company will provide financial advice for a certified financial advisor(s).
2. The selected company will deliver consistent, accurate, responsive, and professional financial and brokerage services.
3. The selected company will provide ongoing communication and education to school and investment committee.
4. The selected company must be bonded and insured.
5. The selected company will provide investment performance updates and market commentary.
6. The selected company will provide in person presentations at least once a year to the board and administration.

7. The selected company will have experience as a fiduciary for schools and tribal organizations.
8. The selected company will have proven track record of outstanding customer service and financial performance.
9. Preference will be considered for Navajo or Native American firms in accordance with applicable Navajo Nation Laws.

## **DESCRIPTION OF THE SCHOOL INVESTMENTS**

Navajo Prep has restricted investments that must preserve the principal and must be FDIC insured as well as an endowment fund. Total assets under management averages 2.5 million however the school is growing including the endowment fund. The school has a 5 member investment committee that meets quarterly to review performance and make changes as needed with the help of the financial advisor.

## **RFP ITEMS REQUIRED**

### **I. COMPANY OVERVIEW**

1. General background information about your firm including the history and total assets under management.
2. Describe your firm's investment philosophy.
3. Name employees that would be dedicated to our account. Show names, background, professional designations, and years employed at your firm.
4. Description of services provided and how you serve as the fiduciary for the school's investments.

### **II. SECURITY AND LIABILITY**

1. Description of insurance coverage including Errors & Omissions, Fidelity Bond, Fiduciary Liability, and Professional Liability.
2. Within the last five years, has your company (including any principals, officers, etc.) in any capacity been a party to any litigation, directly or indirectly, related to the conduct of your business, or retirement plans in general?

3. Do you conduct periodic risk assessments to identify cyber security threats, vulnerabilities, and potential business consequences?
4. Have you experience any data breaches in the last five years and if so, how were those managed and what was the final outcome?
5. What are the processes and systems for dealing with cyber security threats and protection of personally identifiable information?
6. What is your system back-up, security, and disaster recovery procedures?

### **III. ADMINISTRATION/ FEES**

1. Describe your investment information platform.
2. Describe the funding and withdrawal process.
3. Describe in detail services provided.
4. Provide a list of investment options available.
5. Provide your firms target return on investments for similar endowment funds and performance.
6. List any awards or recognitions your firm received in the last 2 years.
7. Describe in detail all fees including annual and transaction fees.
8. Describe any independent review that is performed on your systems and procedures.
9. Do you provide online training or other real time support?
10. What is your turnaround time for processing transactions?
11. Describe how you assist with any audits.
12. Describe how you will provide performance reports.

### **IV. EDUCATION**

1. Describe your strategy for providing communication and education.
2. How often will your representatives conduct in-person meetings?
3. What training will be provided to the investment committee?
4. What additional education resources are available?

### **V. CONVERSION/TRANSFER PROCESS**

1. Explain your conversion process, including time frame

2. Do you provide and distribute all required notices?
3. What involvement will be required from us during the conversion process?
4. Do you provide a dedicated conversion team?

Please identify any other applicable fees for the following:

#### Documents

- a) Other services
- b) Fees for other services
- c) Certifications
- d) Required notices

#### **VI. REFERENCES**

1. Provide at least three client references similar to Navajo Preparatory School, Inc. in either number of employees or plan assets (organization name, contact, phone number and email, number of participants, and years as a client).

## **EVALUATION OF PROPOSALS AND FINALIST PRESENTATIONS**

Navajo Preparatory School, Inc. will evaluate each response in a fair, consistent, and objective manner. During the evaluation process the school may request any or all firms to make in-person or virtual presentations. Plans will be evaluated based on completeness, fees/expenses, presentation, services provided, references, previous experience, and the inclusion of the following items in the proposal, (company overview, security and liability information, administration/fees, education, conversion process, and references.)

### **Timeline**

February 24, 2026	Request For Proposals Issued
March 13, 2026	Intent to Apply Required- vendor questions
March 20, 2026	Vendor Questions Deadline
March 24, 2026	Answers Distributed
March 27, 2026	Proposal Submission Due
April 3, 2026	Selected vendors to present virtually
April 17, 2026	Vendor Selected

## **HOW TO SUBMIT RESPONSE AND DEADLINE**

Proposals must be submitted electronically.

All proposals should be received by 5:00PM Mountain Time on March 27, 2026.

Submit questions and proposals to: Manuel Watchman at [manuel.watchman@navajoprep.com](mailto:manuel.watchman@navajoprep.com)