NAVAJO TRIBAL UTILITY AUTHORITY
AN ENTERPRISE OF THE NAVAJO NATION

SECTION I. OVERVIEW ON REQUEST FOR PROPOSAL (RFP)

A. Navajo Tribal Utility Authority (NTUA) is a special purpose government entity, multi-utility enterprise of the Navajo Nation which provides electric, water, wastewater, natural gas, photovoltaic, and telecommunication services covering approximately 27,000 square miles across northeastern Arizona, northwestern New Mexico, and southeastern Utah. NTUA has seven main district offices located in strategic communities spanning the Navajo Reservation, with its corporate headquarters located in Fort Defiance, Arizona.

Type of Service: To provide employee assistance program (EAP) services for employees at NTUA facilities on the Navajo reservation in Arizona, New Mexico, and Utah. This program is intended to help employees deal with personal problems that might adversely impact their work performance, health, and well-being.

B. **Schedule of Activity Dates**:

1.	Advertisement Period	October 27 – 24, 2026
2.	Questions Due to NTUA	November 3, 2026 by 5:00 p.m. (DST)
3.	Answers to Questions	November 5, 2026
4.	Proposals Electronically Due to NTUA	November 12, 2026 at 3:00 p.m. (DST)
5.	Proposal Evaluations	November 12 – 16, 2026
6.	Virtual Interviews	Week of November 18 – 20, 2026
7.	Award Contract/Notice to Proceed	December 18, 2026 (effective 01/01/2027)

C. **Inquiries**: If there are any questions, proposers Avis Jimm, Contract Administrator, at (928) 729-6243 or via email avisj@ntua.com. NTUA will only respond to questions related to this RFP prior to the date indicated above. All emails should have "*Employee Assistance Program Services (Re-Solicitation) – QUESTIONS*" in the subject line. All questions and answers will be published for all interested parties so do not include confidential information when submitting questions.

Proposer(s) will risk jeopardizing their eligibility if any person other than the Contract Administrator is contacted for clarification. Any interaction with NTUA staff by the Proposer will constitute disqualification.

D. **Submission**: Proposal and Cost responses shall each be submitted, electronically to avisj@ntua.com in separate PDF attachments clearly labeled as follows: for the Proposal "DO NOT OPEN – EMPLOYEE ASSISTANCE PROGRAM SERVICES – RE-SOLICITATION (PROPOSAL)" and for the Cost "DO NOT OPEN – EMPLOYEE ASSISTANCE PROGRAM SERVICES – RE-SOLICITATION (COST)" and received by the deadline indicated above.

E. Proposal submission, Proposers must submit as required:

1. An Original proposal (marked '*Proposal*') included as a stand-alone PDF document file, clearly marked. Total proposal information materials shall be limited to **fifty (50) numbered pages** of text, no smaller than 11-point font and/or graphics. Any supporting documentation and supplemental information may be included in subsequent appendices and shall not be counted against the page limit. Each page of the proposal shall consist of the company name and page numbering.
2. An Original cost (marked '*Cost*') included as a stand-alone PDF document file, clearly marked, to be opened only after determining the proposal satisfies the requirements of the RFP. Each page of the cost shall include the company name and page numbering. The cost methodology must be clear and presented in a manner that considers the Scope of Work, must detail any proposed escalation rates, and cannot be modified unless there is a change in the NTUA requirements of the RFP submission.
3. NTUA will accept hand-carried proposals and delivery can be made as follows:
   - Navajo Tribal Utility Authority
     ATTN: Avis Jimm, Purchasing Department
     North Navajo Route 12 in Fort Defiance, Arizona
4. NTUA will not accept any mailed (FedEx/UPS) proposals.

F. Preference will be applied in accordance with the Navajo Business and Procurement Act (12 N.N.C. § 1501 et seq.); the Navajo Nation Procurement Act (12 N.N.C. § 301 et seq.); the Navajo Nation Business Opportunity Act (5 N.N.C. § 201 et seq.), and other applicable statutory and regulatory requirements.

1. Proposers must submit evidence of their Preference Priority Certification *if applicable*.
2. In the subject line of the proposal electronic submittal, include by indicating whether the proposer is a Priority #1, Priority #2 preference business.
   - Subject: "*name of RFP project* – PROPOSAL (Priority #1)"

G. Only responsive proposals will be considered for award. For a proposal to be considered responsive, the Proposal and Cost must address the items listed in Section II: Proposal Evaluation Criteria.

H. **Addendum to the RFP**: In the event it becomes necessary to revise any part of the RFP the Contract Administrator shall issue a written addendum on the specifics of the change and inform all concerned parties before the due date. Proposers shall ensure a signed copy of the acknowledgment of any addendum is included with the proposal.

I. All costs incurred by the proposer in preparing and responding to this solicitation are the sole responsibility of the proposer. Any information or financial assumptions included in the proposal submitted pursuant to this solicitation are at the sole risk and responsibility of the party submitting such proposal.

J. **Rejection of Proposals**: NTUA reserves the right to reject any or all proposals and to waive informalities in the proposals received, including (without limitation) waiving the deadline for proposals, whenever such rejection or waiver is in the best interest of NTUA. NTUA reserves the right to reject any proposal based on deficient past performance, including projects conducted with NTUA, other Navajo Nation agencies, the federal, state, or local governments, or any commercial project.

K. NTUA reserves the right to select more than one winning proposal. The selection of the winning proposal(s) will be based on best value, not necessarily on the lowest cost. As described in Section II, Proposal Evaluation Criteria, and Section IV, Scope of Work, the selected proposer will best meet the evaluation criteria, including, but not limited to, technical merit, past performance, financial and personnel capability, and cost. The successful proposer is expected to perform at a high level to meet NTUA's contractual requirements.

L. **Contractual Clauses**: For NTUA to contract for services of this nature, the successful Proposer must agree to include as part of the Agreement the following two clauses:

1. Governing Law: The governing law and dispute jurisdiction will be the Navajo Nation Law and Courts. No provision of the contract shall constitute a waiver of sovereign immunity of the Navajo Nation.
2. Navajo Nation Sales Tax: The successful proposer shall include the Navajo Nation 6% tax within their cost proposal. It will be the successful Proposer's responsibility to pay the sales tax on the sales receipt to the Navajo Nation.

M. **Award of Contract**: Upon selection, a purchase order together with a negotiated agreement of the terms and conditions (Agreement) will be prepared between NTUA and the proposer selected. This proposal, submitted by the Proposer(s), will become part of the contract.

N. **Debarment and Suspension**: The proposer acknowledges that, to the best of his/her knowledge, their Company and principal participants on the Agreement have not been suspended or debarred from proposing on a Federal or Navajo Nation contract. Further, the proposer acknowledges, understands, and attests that:

1. The undersigned understands and certifies that proposal submission shall act as certification that neither the proposer's company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2. The undersigned certifies that the proposer is eligible to do business with the Navajo Nation pursuant to 12 N.N.C. § 1505(A)-(D).

3. If the proposer is unable to certify or has been debarred or suspended in the past, then the proposer shall attach an explanation to its proposal submission as an addendum. The following language shall be included in such addendum:

   I hereby certify that I am authorized to execute this certification on behalf of the company and certify the truthfulness and accuracy of the contents herein or attached hereto to the best of my belief.

All proposers are encouraged to seek legal advice to ensure compliance with this requirement.

SECTION II. PROPOSAL EVALUATION CRITERIA

To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized as specified below. NTUA reserves the right to request additional information from any proposer at any time during the evaluation and selection process.

A. **Title Page/Cover Letter**.

Include company name, address, web site, telephone number, and primary contact person with e-mail, direct line, and mobile phone numbers. The title page will be considered a cover letter, and should be signed by an agent, owner, or authorized officer of the company.

B. **35 Points – Proposer's Qualification**.

1. Description of the proposer's experience and capabilities to complete work project on time and on budget.
2. Provide proposer's capability to serve all NTUA employees for on-site services, when necessary, by provided locations of office(s) located near for all NTUA employees & families.
3. Provide information on how proposer brought Value and Positive to encourage the company and its family members to market a strategy in utilization of EAP services with their firm.

C. **25 Points – Brief Description of the Project Team, and Plan & Methodology**.

1. Proposer's experience shall have at least ten years of experience, knowledge, skills, and abilities specific to EAP Services.
2. Provide past performance on EAP services provided to Tribal organizations within the past five years.
3. References: The proposer must provide three independent references from three different projects of similar scope, nature, and complexity to that requested by NTUA. NTUA prefers utility or governmental entity references. Each of the references must include the following information:
    - Entity Name
    - Industry Type
    - Address, City, Province/State/Country
    - Contact Name, Title, Phone Number, and Email address
    - Year(s) service(s) provided
    - Comments (include details regarding the current status of the product/service provided by proposer)

D. **20 Points – Certifications and Requirements**.

1. Proposer and Team shall provide Master and/or Doctoral degree copies with focuses in Counseling, Psychology, or Social Work.
2. License copies of Mental Health Professionals in either Arizona, New Mexico, or Utah.
3. If there is a Certified Employment Assistance Professional (CEAP), provide a certificate copy.

E. **10 Points – Proposer's Financial Capability**

1. Provide evidence that the Proposer has the financial capability to perform the required scope of work, as well as the technical and administrative support to complete within the required time frames.
2. Provide the latest financial statement (official accounting statement), audited if available, including the primary Proposer's latest balance sheet and income statements, defining the following:
   - Current assets; Net Fixed Assets; Other Assets; Current Liabilities
3. Provide the name of the entity preparing the financial statement and date thereof if the Financial Statement is not audited.

   Note: If a financial statement is not for the identical organization named herein, explain the relationship and financial responsibility of the organization furnished.

F. **10 Points – Provide of Insurance**. Provide evidence of insurance coverage and a "*sample*" copy will not be acceptable.

1. $1,000,000 Professional Liability Insurance;
2. General Property Liability;
3. Motor Vehicle and/or other mode of transportation; and
4. Worker's Compensation.

SECTION III. SCOPE OF WORK

This section describes the requirements listed in greater detail and the nature of services required for an Employee Assistance Program. As a result, the selected proposer shall provide the requirements listed to fulfill the contract terms and services.

Employee Assistance Program Requirements			
3.1	Assessment Counseling	3.11	Program Outreach Promotion
3.2	Work-life Referral	3.12	Accessibility
3.3	Web-based information and Research Services	3.13	Collaborative Relationship
3.4	Management Consultation/Referral	3.14	Appropriate Data Bases
3.5	Employee Risk Management	3.15	Maintain Delivery of Services
3.6	Management Training and Education	3.16	Confidentiality
3.7	Critical Incident Stress Management (CISM)	3.17	Quality Assurance
3.8	Management Reports	3.18	Staff Qualifications
3.9	Services in the Event of an Extraordinary Event	3.19	Staff Changes
3.10	Education and Wellness Programs	3.20	Office Space/Facilities

3.1 Assessment Counseling

Selected proposer shall provide six confidential, one-hour counseling sessions per year for each EAP issue. If additional counseling is necessary (beyond the six sessions) a referral to the employee's Insurance, or to appropriate community resources. Counseling may be face- to-face or telephonic and address issues such as marital conflict, job pressures, grief and loss, stress, anxiety, depression, substance abuse, relationships, problems with children, psychological/emotional concerns, alcohol/drugs, etc. The selected proposer shall provide telephonic services 24 hours a day, 365 days a year, via a toll-free number for employees to receive immediate assistance.

The selected proposer shall provide the opportunity for a participant at no additional cost to see another professional should the participant be unsatisfied with the professional counseling (either telephone or face-to-face sessions) outlined in the Statement of Work of the presenting issue. The selected proposer shall provide NTUA employees with the same telephone counselor for each call unless otherwise requested by the employee.

3.2 Work-life Referral

The selected proposer shall provide consultation and referral on a variety of work- life issues. Work-life counseling and referral services include but are not limited to the following:

Work-life Referral	
1	Consultation for problem assessment and problem follow-up;
2	Matters that include relocation, transition, work stress, childcare, elder care, special needs, recreation, teen guidance, college planning, financial, consumer, legal issues, concierge services, stress, etc.;
3	Resourcing employees by mailing to their homes educational and information materials;
4	Researching viable, real openings for programs in their communities for referral if local services are needed;
5	Follow-up to ensure the employees' referrals were made and the effectiveness of the service.

3.3. Web-based information and Research Services

The selected proposer shall provide an EAP website that has on-line training, educational materials, information, tools, and other resources to support employees and their families with work, home, and daily life needs. The selected proposer shall address a wide range of topics to help employees live healthy and work well including parenting and childcare, wellness, behavioral health topics, life events, financial information, legal information, eldercare, balancing work and life, travel tips, etc. The selected proposer shall have technology software in place to communicate with employees 24 hours a day and 365 days a year.

3.4 Management Consultation/Referral

The selected proposer shall consult with HR managers about recurring or special problems in the organization (e.g., downsizing, transition, pandemic flu, etc.) and provide assistance when requested to help resolve those problems. The selected proposer shall consult with the HR managers to discuss a potential manager referral, to assist a manager in understanding and communicating with a potential referral or current EAP client, or to follow up on a referred employee's progress.

3.5 Employee Risk Management

The selected proposer shall provide a strategy to identify employee risk by implementation of a Mental Health Management Program initiative to identify cues. The selected proposer shall provide a licensed mental health clinician who has a working knowledge of the Navajo culture and employees. The licensed mental health clinician shall also have forensically training in threat assessment. The licensed mental health clinician shall have training to identify the assessment of suicidal versus homicidal behavioral clues.

3.6 Management Training and Education

The selected proposer shall provide training programs for managers, so they know EAP procedures and how to identify, interact with, consult and refer troubled employees; how to use critical incident services, and training services for workgroups.

3.7 Critical Incident Stress Management (CISM)

The selected proposer shall facilitate a meeting or series of meetings held with witnesses, victims, or coworkers involved in a traumatic incident to gather facts and assist with their immediate emotional needs. Upon request by NTUA Human Resources Manager, the selected proposer shall provide CISMs to NTUA work groups affected by a traumatic (critical) incident. Examples of traumatic incidents include, but are not limited to deaths, serious injuries, incidents involving children or co-workers, personal assaults, industrial accidents, etc. NTUA HR Managers shall order CISM services directly over the telephone from the EAP selected proposer.

The debriefing staff for crisis intervention telephone consultations dedicated to this service shall be available 24 hours a day, seven days per week, and the selected proposer shall assign qualified CISM trained counselor(s) for on-site visit debriefing(s). The professional(s) who are to make the contact shall call the NTUA Human Resources Manager no later than the close of business on the day the NTUA Human Resources Manager initially calls the selected proposer for assistance. The selected proposer must have enough capacity to respond in person with all calls. If an on-site counselor is deemed necessary, the counselor should be on site immediately.

3.8 Management Reports

The selected proposer shall provide customized monthly reports, quarterly reports, and an annual report to NTUA on the status of the EAP/Work- life Program. Reports should provide (at a minimum) data on utilization, types of problems and trends noted, workshops and training sessions offered, on-site counseling and transition counseling statistics, web utilization, critical incidents, demographic statistics, etc. Reports shall be transmitted via email in MS Word or Excel (Version 2016 or later). All reports should be emailed to NTUA Human Resources Manager.

3.9 Services in the Event of an Extraordinary Event

An extraordinary event is an event (e.g., the "9-11 National Disaster" of 2001 or the "Hurricane Katrina" of 2005) that could not be anticipated at the time of Task Order award. The selected proposer shall provide on-site Face-to-Face EAP counseling sessions for any employee or family member in the occurrence of an extraordinary event. The on-site Face-to-Face EAP counseling sessions for an extraordinary event must be requested in writing by NTUA Human Resources Manager.

At the written request of the Contracting Officer, the selected proposer shall provide Critical Incident Stress Management services (CISMs) at the hourly rate established in the cost proposal.

3.10 Education and Wellness Programs

The selected proposer shall provide seminars, webinars, workshops, support groups, and other sessions for all employees. Upon request by NTUA Human Resources Manager, the selected proposer shall provide formal and informal sessions on work- life, health and wellness, EAP, and other issues. Training and education programs delivered by the selected proposer may be modified to address organizational needs.

The selected proposer shall, upon request by NTUA Human Resources Manager, develop and provide customized training, wellness, and education workshops for NTUA. Funding for customized workshops shall be obligated in an estimated amount when required by a modification to the Professional Services Agreement (PSA) before the workshop development cost is incurred. In the event travel is required, the Selected proposer shall be reimbursed in accordance with the Federal Travel Regulations. Travel must be approved in advance by NTUA HR Management.

3.11 Program Outreach Promotion

Selected proposer shall provide promotional items such as posters, fliers, newsletters, brochures, wallet cards, giveaways (i.e., pencils, stress balls, etc.) and other techniques for reminding employees about the program's services and increasing utilization. The selected proposer shall conduct an ongoing promotional campaign to ensure EAP awareness at all organizational levels.

The selected proposer shall distribute brochures and wallet cards to NTUA Human Resources Manager on the basis of one brochure and wallet card per employee plus an additional twenty percent of the agency population at the beginning of each calendar year. Additional copies of brochures and wallet cards shall be distributed by the selected proposer to employees, managers, etc. within 5-7 working days of any request.

The selected proposer shall develop a fact sheet/brochure to be distributed to NTUA Human Resources Manager on the nature, scope, and availability of EAP/Work-life management services as well as information on management referrals to EAP.

3.12 Accessibility

The selected proposer shall be responsible for making its services accessible and responsive to the needs of all eligible individuals, including individuals with disabilities. It is important that each person contacting EAP has his/her needs addressed promptly.

The selected proposer shall provide integrated EAP and Work-life referral services to all NTUA employees and their immediate family members regardless of geographic location immediately, when requested. The selected proposer must have enough capacity to respond in person to all calls. If an on-site counselor is deemed necessary, the counselor should be on site immediately.

The selected proposer must be able to manage large volume calling capacity. An employee's call shall result in immediate contact with a counselor for problem consultation in no more than six rings. The call answer speed should not exceed twenty-five seconds with a call abandonment rate of four percent or less. Employees should not be put on hold or transferred to telephonic holding areas (e.g., telephonic area containing voice menus) for an intake of no longer than 2 minutes.

3.13 Collaborative Relationships

The selected proposer must maintain collaborative relationships with NTUA "points of contact": human resources and employee health units. The selected proposer shall be cognizant of the Service's mission statement and strategic objectives.

3.14 Appropriate Data Bases

The selected proposer must have appropriate databases/automation systems for enhanced referral linkages to counselors, record maintenance, quality assurance, local referrals, and other operations for effective implementation of the services requested herein. The selected proposer shall ensure the security, privacy, and confidentiality of all electronic protected health information as required by law [Privacy Act and Health Insurance Portability and Accountability Act (HIPPA)]. Electronic data should meet or exceed industry standards for security.

3.15 Maintain Delivery of Services

The selected proposer must be able to maintain delivery of services in the event of emergencies (e.g., natural or man- made disasters, loss of selected proposer workspace, etc.). The selected proposer shall have in place the appropriate technical and physical safeguards to protect employee records as well as a disaster recovery plan to ensure the ability to meet NTUA's needs in the event of an emergency. The selected proposer shall address its disaster recovery plan in the proposal.

3.16 Confidentiality

Confidentiality is a critical element of the EAP. Employees seeking help must feel confident that using the program will not jeopardize their jobs. The program is guided by laws and regulations that protect client information. The selected proposer will comply with confidentiality requirements of this program, and all applicable Federal laws, rules, regulations, and guidelines.

Counselors shall maintain records in accordance with these laws and regulations. These counseling records are the property of NTUA and must be maintained in a system of records. The selected proposer shall dispose of these records at the termination of the contract. Counseling records are used as documentation of the services rendered and/or as a source document for obtaining statistical data for management use.

No record will be released except as permitted by the Confidentiality Regulations, the Privacy Act, and as otherwise authorized by law. Before the release of any confidential information, the client's knowledge and signature are required. Disclosure may occur when there is a danger to self, others, or property as authorized by law. If the client refuses to sign the consent, then no information will be released.

Employees who utilize the selected proposer's EAP services shall be informed about confidentiality policies and procedures. NTUA points of contact, programs and organizations that partner with the EAP shall also be informed about these procedures whenever situations arise that have the potential to compromise the integrity of confidentiality standards.

The selected proposer shall have in place appropriate administrative, technical, and physical safeguards that protect against uses and disclosures of Protected Health Information as required by law [Privacy Act and Health Insurance Portability and Accountability Act (HIPPA)]. The selected proposer must maintain policies and procedures for safeguarding the confidentiality of client data and files and may be liable under the law for improper release of such information. The selected proposer shall agree to assert any privilege allowed by law to vigorously defend NTUA and employee rights to confidentiality. See the Privacy clauses in this Task Order.

3.17 Quality Assurance

The selected proposer shall submit a plan for quality assurance. This plan should include both NTUA minimum quality assurance standards (below) and other steps taken by the selected proposer to assure the quality of its administrative and clinical services. It is expected that this plan, with the exception of some logistical concerns, shall be ready to be implemented when the Task Order starts. The minimum quality assurance requirements to be included in the quality assurance plan shall cover the following:

EAP Quality Assurance Plan	
1	An evaluation of every training/education/wellness session that will be completed by the participants and will evaluate whether training purposes and objectives were achieved.
2	The selected proposer will submit the form to be used for this purpose with this proposal. It must be approved by the COR before being used.
3	Surveys of EAP clients and managers will assess their level of satisfaction with the clinical services received.
4	Methodology for responding to and resolving service complaints.
5	Selected proposer must have a method for evaluating treatment and community facilities.
6	Selected proposer is expected to track and maintain data that will allow for the determination of the program's utilization rate.

3.18 Staff Qualifications

The selected proposer is responsible for obtaining and ensuring that the selected proposer's employees and any sub selected proposers obtain the necessary licenses, permits and insurance required to perform the services provided herein.

3.19 Staff Changes

Any Task Order staff member who moves to another position to work on this Task Order must meet the requirements for the position to which they are moving. It is expected that the selected proposer will provide stable staff with a low turnover rate. In the event that any key staff are replaced or added to this Task Order after the starting date, that person(s) must meet all the qualifications for that position and be approved by the HR Manager.

3.20 Office Space/Facilities

The selected proposer shall be required to furnish all facilities (except all training for the EAP/Worklife Services and/or CISM), supplies, equipment, and materials to be used during the performance of this service.

Deliverables and Schedules

1. Within 5 days of the PSA award, the selected proposer shall: Post Award

Post Award
Meet with NTUA Human Resources Manager to discuss implementation plans and procedures
Meet with NTUA Human Resources Manager and team to review the NTUA organization structure, mission requirements, program effectiveness measures and management information reports, points of contact, billing procedures, etc.
Provide a seamless, transparent transition to EAP/Work-life services
Transition from previous provider to new provider must be transparent to NTUA employees

2. The selected proposer shall produce and supply promotional brochures, wallet cards, and flyers/posters to NTUA employees.

Deliverables
Within 15 calendar days after the effective date of the PSA, the selected proposer shall submit to NTUA Human Resources Manager for approval draft flyers, brochures, wallet cards, etc., to be used for outreach and awareness of the services for managers and employees.
NTUA Human Resources Manager shall review and approve/disapprove of educational; outreach and publicity materials will be completed within five working days of receipt.

3. The selected proposer shall, at its expense, provide sufficient brochures and wallet cards to provide one to each employee plus an additional twenty percent. The selected proposer shall supply additional copies of brochures and wallet throughout the service period.
4. The selected proposer shall provide newsletter articles to NTUA Human Resources Manager upon request. Articles will be used to promote/market EAP and be placed in internal NTUA publication vehicles.
5. The selected proposer shall periodically provide advertising and promotional materials to be used to promote/market EAP services.
6. The selected proposer shall provide the NTUA with statistical reports on a quarterly basis and an annual report (in the event the due date is on a weekend, or federal holiday then deliver by the next business day).

Quarterly Reports: due 15 days following the closure of each quarter.	
Quarters	**Due Dates**
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

Annual Report: due 30 days after the end of the calendar year.	
Annual	**Due Date**
January 1 – December 31	January 30

The selected proposer shall report to NTUA Human Resources Manager any security or privacy breaches that compromise employee health information. Within five business days of any such incident, the selected proposer shall submit a report detailing the resolution of the incident to NTUA HR Management.

7. All service complaints shall be investigated by the selected proposer and reported to NTUA Human Resources Manager within ten working days of the incident. Corrective actions shall be indicated in the report.

Period of Performance – this solicitation is intended to award for five Twelve-month periods, contingent upon proposer's performance and budget approvals.

NAVAJO TRIBAL UTILITY AUTHORITY
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SECTION IV: PROJECT COST ESTIMATE

THE UNDERSIGNED PROPOSER, HEREBY OFFERS and agrees, if this proposed cost estimate is accepted, to enter into Agreement to perform satisfactory work, based on the skills needed to complete the scope of work as requested by NTUA.

ITEM NO.	DESCRIPTION	Year No. 1 (2027) Estimate Cost	Year No. 2 (2028) Estimate Cost	Year No. 3 (2029) Estimate Cost	Year No. 4 (2030) Estimate Cost	Year No. 5 (2031) Estimate Cost
1	All-inclusive Cost per Unit (914+ employees)	$_____	$_____	$_____	$_____	$_____
2	Miscellaneous Cost (Include description)	$_____	$_____	$_____	$_____	$_____
3	Navajo Nation 6% Sales Tax	$_____	$_____	$_____	$_____	$_____
4	Kayenta Township Tax	$_____	$_____	$_____	$_____	$_____
5	Tuba City Sales Tax	$_____	$_____	$_____	$_____	$_____
	Total Amount (Items 1 – 5):	$_____	$_____	$_____	$_____	$_____

Company Name: _____ **Date:** _____

Name/Title: _____

Signature: _____