

**NAVAJO UNITED WAY, INC.  
Window Rock, Arizona**

**Request for Proposal Legal Consultation Services**

September to December 2020

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Dr. Laura M. Mike  
Executive Director

Navajo United Way, Inc.  
PO Box 309  
Window Rock, Arizona 86515  
Phone: 928.871.6661  
Fax: 928.871.6663  
Email: [nuwdirector@navajounitedway.org](mailto:nuwdirector@navajounitedway.org)

**I. GENERAL INFORMATION**

**A. Purpose.** This request for proposal (RFP) is to contract for legal consultation services to be provided to Navajo United Way, Inc. beginning September 1, 2020 and ending December 31, 2020.

**B. Who May Respond.** Only attorneys who are currently licensed to practice law on the Navajo Nation, or law firms including such attorneys, may respond to this RFP.

**C. Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than 4:00 p.m. on Tuesday, August 18, 2020.

2. **Inquiries.** Inquiries regarding this RFP should be submitted in writing or by email to:

Dr. Laura M. Mike, Executive Director.  
Navajo United Way, Inc.  
P.O. Box 309  
Window Rock, Arizona 86515  
Email: [nuwdirector@navajounitedway.org](mailto:nuwdirector@navajounitedway.org)

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by Navajo United Way, Inc., hereinafter referred to as NUW.

4. **Instructions to Prospective Contractors.** Proposals should be addressed as follows:

Dr. Laura M. Mike, Executive Director.  
Navajo United Way, Inc.  
P.O. Box 309  
Window Rock, Arizona 86515

The proposal must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
[TIME, DATE]  
SEALED PROPOSAL for Legal Consultation Services

Failure to do so may result in premature disclosure of the proposal. It is the responsibility of the Respondent to ensure the proposal is received by NUW by the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** NUW reserves the right to waive any informalities or irregularities in the RFP or reject any or all proposals whenever such rejection is in the best interest of NUW.
6. **Notification of Award.** It is expected a decision selecting the successful Individual/Firm will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Respondents submitting proposals in response to this RFP will be informed, in writing, of the name of the successful consultant. It is expected the contract shall be for work performed within a specific period with a retainer and additional fees considered on a monthly basis.

**D. Description of Entity.** NUW is a private, nonprofit agency established to assist organizations serving members of the Navajo Nation who are handicapped, abused, neglected, minor, elder, and disadvantaged. NUW has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. NUW has an annual budget of approximately \$500,000 and is governed by a 9 member volunteer Board of Directors, which meets 4 times per year. NUW employs 5 people. The office is located at 40 Window Rock Loop Road in Window Rock, Arizona.

NUW's mission is to measurably and positively impact the health status and social wellbeing of the people of the Navajo Nation. It accomplishes this goal through a variety of partnerships with programs financed by federal, state and local grants.

**II. SCOPE OF SERVICES.** The Respondent shall be readily available to perform the following legal consultation services, as requested by the Executive Director and/or Board of Directors:

1. Advise on individual labor and employment matters.
2. Review personnel, fiscal and other policies.
3. Attend Board of Directors and Committee meetings as necessary.
4. Advise on fiscal and budgetary issues.
5. Other legal services as needed.

Respondent shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Respondent shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

**III. PROPOSAL CONTENTS.** The Respondent, in its proposal, shall, as a minimum, include the following:

**A. Legal Experience.** The Respondent should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least 3 clients, preferably clients similar to NUW. Experience should include advising nonprofit organizations.

- B. Organization, Size, Structure, and Areas of Practice.** If the Respondent is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority owned business. Also include copy of EO/AA Policy, if applicable.
- C. Attorney Qualifications.** The Respondent should have experience in nonprofit, tax-exempt organizations, labor and employment, and general business operations. The Respondent should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:
1. Professional and education background of each attorney.
  2. Overall supervision to be exercised
  3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. Price.** The Respondent's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. NUW reserves the right to negotiate with the Respondent on the structure of the billing and/or retainer fee.

#### **IV. PROPOSAL EVALUATION**

- A. Submission of Proposals.** All proposals shall include an original and 2 copies.
- B. Evaluation Procedure and Criteria.** NUW's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Respondents prior to final selection. Proposals will be reviewed in accordance with the following criteria:
1. Proposed approach to scope of work
  2. Level of experience of the individual(s) identified to work on this matter
  3. The Respondent's experience with similar clients and legal matters
  4. Response from references
  5. Cost
  6. Interviews, if applicable.