



Navajo Housing Authority
Procurement Department
P.O. Box 4980, Window Rock, AZ 86515

ADDENDUM NUMBER ONE (1)
Issued: February 14, 2019

Project Name: **RFP #415 Insurance Broker**

To All Interested Firms:

The following revisions shall be incorporated into the subject RFP and shall become part of **RFP #415 Insurance Broker**. All other provisions of the Request for Proposals shall remain unchanged. Please ensure you acknowledge this addendum by signing at the end of the addendum and including in your Proposal response.

This addendum consists of:

I. Section I. General Information 6. Inquiries. ANY and ALL inquiries and questions shall be submitted in writing. All responses will be made in writing to all firms who have an interest in this RFP:

1. Under Section III, #2 E (Cost Proposal) the RFP references Attachments A – Proposal Fee Sheet and Attachment B – Cost Analysis. Is there an actual form that needs to be completed? If so, could you please send us a copy.

NHA Response: Attachments A – Proposal Fee Sheet and Attachment B – Cost Analysis is attached to this addendum.

2. Does the Navajo Nation Business Activity Tax need to be paid before submission of the RFP or only if selected to serve NHA's Insurance Broker?

NHA Response: The Navajo Nation Business Activity Tax has to be paid for services completed on the Navajo Nation by the selected Insurance Broker.

All other provisions of the Request for Proposals shall remain unchanged.

Please ensure you acknowledge this addendum by printing and signing below. This must be included in your Proposal Response. Failure to submit shall be grounds for the NHA to deem your proposal as Non-Responsive.

Lorencita Salabye, Procurement Specialist
NHA Procurement Department

Acknowledgement of Addendum ONE (1):

Print Name: _____

Signature: _____

Title: _____

NAVAJO HOUSING AUTHORITY

RFP #415 Insurance Broker

ATTACHMENT A - PROPOSAL FEE SHEET

This form must be completed and submitted in a separate, sealed envelope at the time of proposal submission. Do not include this sheet in the tabbed proposal submittal.

INSTRUCTIONS: The line items listed below must be completed and submitted in a sealed envelope with the proposal submittal.

PROPOSAL FEES:

- 1. Annual Flat Fee \$ _____
- 2. Commission Rate Annual Premium _____ %

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if NHA discovers that any information entered herein is false, that shall entitle NHA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by NHA, either in hardcopy or on the noted e-procurement system. Pursuant to all RFP documents, all attachments, and completed documents submitted by the proposer, including all required forms and their attachments, the undersigned proposes to supply NHA with the services described herein for the fees entered pertaining to this RFP.

Signature Printed Name Title

Company Name Address Telephone / Fax Number

E-Mail Address

RFP #415 Insurance Broker
ATTACHMENT B – COST ANALYSIS

This form must be completed and submitted in a separate, sealed envelope at the time of proposal submission. Do not include this sheet in the tabbed proposal submittal.

INSTRUCTIONS: Please supply the information requested below as to how the fees on the proposal fee sheet were calculated.

DIRECT COSTS:

Direct Labor (Personnel) \$ _____

Equipment \$ _____

Supplies \$ _____

Travel and Per Diem \$ _____

Subcontractors or Consultants \$ _____

Other: (Computer time, copying, long distance phone calls, etc.) \$ _____

INDIRECT COSTS:

Overhead \$ _____

General and Administrative Expenses \$ _____

PROFIT OR FEE \$ _____