



**KAYENTA TOWNSHIP  
Request for Proposals  
Human Resource Consultant**

The Kayenta Township is requesting proposals from qualified Human Resource consultants to assist the Town Manager concerning Township policies regarding employee concerns, grievances and complaints. The Consultant must be familiar with the Navajo Preference in Employment Act, 15 N.N.C. § 601, *et seq.*, as amended, have knowledge of the Kayenta Township, as a home-rule municipality of the Navajo Nation and have 6 years of experience in human resource management and/or consultant services.

**Scope of Work.** The Consultant will assist the Town Manager in responding to employee grievances and complaints, including investigations into such complaints.

**Submission Requirements.** A letter of proposal must be submitted to the Township no later than December 29, 2017 at 5:00 p.m. and will include:

1. Description of the years of experience in handling employee grievances and complaints;
2. Description of specific knowledge of and experience with the Navajo Preference in Employment Act, 15 N.N.C., § 601, *et seq.*, as amended;
3. Cost of services; and
4. List of three references, including name, telephone number and email addresses of each reference.

**Deadline for Submission.** December 29, 2017 at 5:00 p.m. Proposals received after this deadline will not be considered. The Township reserves the right to reject any and all proposals submitted to the Township.

Sealed Proposal packets must be mailed, hand delivery, or overnight delivery service. Envelopes are to be marked: **Proposal- Human Resource Consultant, DO NOT OPEN** to the attention of:

Mailing Address:  
Kayenta Township  
Attn: Gabriel Yazzie, Town Manager  
P.O. Box 1490  
Kayenta, AZ. 86033

Physical Address:  
Kayenta Township  
Attn: Gabriel Yazzie, Town Manager  
¼ Mile North Hwy 163  
Kayenta, AZ. 86033