

REQUEST FOR PROPOSAL
Bid Number: 20-06-2319LE

Date: August 03, 2020

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Surveillance Camera System Phase II for three (3) DBMHS Sites

Project Schedule:

Advertisement of RFP	08/05/2020 – 08/19/2020
Onsite Pre-Bid Meetings	
Fort Defiance Outpatient Treatment Center	08/19/2020 @ 9:00am
<i>For directions, call (928) 729-4012</i>	
Newlands Outpatient Treatment Center	08/19/2020 @ 2:00pm
<i>For directions, call (928) 729-4012</i>	
Chinle Outpatient Treatment Center	08/20/2020 @ 10:00am
<i>For directions, call (928) 674-2060</i>	
Requests for Information Due Date	08/25/2020 @ 5:00pm MST
Bid Due Date	08/28/2020 @ 5:00pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Gilbert Largo, Systems and Programming Manager – DBMHS/DOH at glargo@navajo-nsn.gov.

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Lorita Estitty, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

Responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

BID #20-06-2319LE NNDBMHS
SURVEILLANCE CAMERA SYSTEM PHASE II
Chinle, Fort Defiance, and Newlands OTC
DO NOT OPEN-BID PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent contractor to complete all work as described in the attached scope of work.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed 40% of entire project
4. Scope of Work
5. Product Specifications including cut sheets.
6. Design (detailed plan depicting layout of equipment).
7. Schedule
8. Copies of licenses, certifications, insurance certificates, and other relevant documents.
9. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; AZ State Tax and Navajo Nation Sales Tax.
10. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

- a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. Navajo Preference. (5 points)
 - e. Cost **(*separate sealed envelope*)**. (25 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Window Rock, AZ (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Gilbert Largo, Systems and Programming Manager for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Largo's email address is glargo@navajo-nsn.gov.

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

SCOPE OF WORK
Navajo Division of Behavioral and Mental Health Services
Surveillance Camera System Phase II

LOCATIONS:

Chinle Outpatient Treatment Center in Chinle, Arizona
Fort Defiance Outpatient Treatment Center in Fort Defiance, Arizona
Newlands Outpatient Treatment Center in Sanders, Arizona

PURPOSE:

The vendor shall plan, design, purchase and Install a new surveillance camera system which will vary between sites, due to the size and locations of where the camera systems will be installed. Camera installation requires at a minimum Ethernet Cat6 cabling from the camera to the MDF/IDF data rooms at each of the three (3) identified OTC Sites. The selected vendor shall install, wire and configure new IP cameras. Indoor and outdoor camera systems will be identified for the proposed cameras for the three (3) sites listed. The recording device must be able to retain data for a period of at least six (6) months. The surveillance system should be capable of being monitored remotely using layer-3 networking equipment. This includes the installation of the routers, switches, servers, storage, racks, UPS and appropriate hardware and software for visual access. Provide a backup of the configurations once all configurations are completed. The installation requires the vendor to assist the MIS Section with installing and configuring networking equipment with proper VLANs for data, voice, and video traffic. In addition, the vendor will be tasked to design and implement a new virtual environment that supports 10 or more virtual machines that will be installed at NTUA Data Center. This virtual environment will be a new design and implementation. Provide three (3) years of Technical and Maintenance Support on software and three (3) years of Manufacturer's hardware warranty and support on equipment. Provide a project completion report.

BUILDING HISTORY AND DESCRIPTION:

This project will be Phase II of several phases to install a new surveillance camera system for the Navajo Nation Division of Behavioral and Mental Health Services identified three sites. More information about building history and description will be discussed during the on-site pre-bid meeting or in response to written requests for information.

PROJECT REQUIREMENTS:

Video Management Software (VMS) System

We require a Video Management System that has optimal level of processing to tailor the accountability of video imagery. This system must accommodate to the total number of cameras being installed.

1. Required to install the Video Management System on a virtual machine located at NTUA Data Center.
2. Proper Licensing for the Server is pertinent to the operability of the camera system as a whole
3. Proper Device Channel Licenses

4. 3-Years Server/Workstation Support Base License and 3-Years Support Device Channel Licenses
5. Vendor shall supply all required labor, tools, equipment, materials, and services required to provide a complete surveillance camera system and software installation.
6. Vendor shall be a licensed vendor of the surveillance camera system product and be fully knowledgeable and experienced in all aspects of procedures and methods.
7. Vendor shall provide warranty information on all work, parts, and labor.
8. Should the use of subcontractors be required, the firm shall define the categories of subcontractors in the proposal and shall provide a list with the name and address of the subcontracting firm, category of work and shall be submitted with each proposal; Work of subcontractors should not exceed more than 40% of entire project
9. Vendor shall provide and maintain, at their expense, general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done, its employees or agents, in connection with the performance of this agreement.

Cameras Indoor and Outdoor

We require a minimum of 4MP to maximum of 9 MP resolution cameras and full integration of product criteria for different measures within the work environment. The cameras are for day and night video surveillance seven (7) days a week/24 hours. The cameras in varied locations should capture color video even in low-light conditions. The cameras installed should have night vision capability. Cameras for parking lot monitoring may be wireless.

1. Indoor Fixed cameras should consist of minimum 1080 visual with 15 FPS and IR range at 20' for night vision interior monitoring. That may vary between 360 Degree or 180 Degree cameras for optimal visibility.
2. Outdoor Fixed cameras should consist of minimum 4 MP visual with 15 FPS and IR range will vary (dependent on line of sight and depth). Consideration for Wider Angle Lenses
3. Outdoor Fixed camera may consist Wireless 180/360 Degree 1080 15 FPS IR Range will vary (dependent on Line of Sight and Depth)
4. Outdoor Cameras need to be resistant to moisture and weather conditions. This would include sunlight protection
5. All cameras should have capability to crop out portions of the recording locations
6. Indoor-Outdoor Mounting Kits
7. 1-Year Warranty next business day replacement shipping

Video Storage Solution

We require Video Optimized Server with storage capability of retaining data for a period of at least six (6) months. Proper Appliances/Application to maximize VIDEO THROUGHPUT. This is to prevent video loss and image degradation while providing feedback and review of recorded sessions. Depth of the Chassis will vary from 2U to 4U. We want to centralize our video storage in a single communication closet with room to grow.

1. Proper Server Licensing and the necessary licensing to ensure full compliance of all equipment and cameras
2. Proper SAN storage device that retains at least six (6) months of data.
3. UPS Backup Systems that supports all equipment for potential brown-outs and black outs
4. 3-Year Software/Maintenance Support and 3-Year Hardware Warranty Support

Virtual Computing Design

This RFP invites vendors to propose a new virtualized environment design that will support 10 or more

virtual machines. The physical virtual server will be installed and implemented at NTUA Data Center located in Shiprock, New Mexico. DBMHS is open to vendors requesting for an onsite visit to the Data Center. NTUA Data Center requires 48 hour advanced notice, a copy of driver's license, masks, and proper social distancing for all visitors. Please contact Gilbert Largo at glargo@navajo-nsn.gov to request for an onsite visit to the Data Center one week prior to the pre-bid meeting dates so proper arrangements can be made with NTUA.

Virtualization solution will meet or exceed the following:

1. Vendor to recommend physical server and storage equipment requirements
2. Virtualize the existing physical servers and move to new hosts and virtual machines.
3. Design and implement a new 10TB SAN storage system with hot-swap capacity to ensure continual storage function in the event of the loss of two physical drives that is scalable with growth.
4. Vendor should specify a tiered solution with one tier optimized for performance and another tier for high capacity storage.
5. Vendor will install and configure Windows Server 2019 and required user CALs to accommodate 350 users on a virtual machine.
6. Vendor will deploy recommended Windows Server 2019 server roles.
7. Implement roaming profiles for DBMHS users.
8. Our production virtual infrastructure requires 99.99% uptime during business hours (8am-5pm Monday-Friday).
9. All digital hardware specified in this RFP will be served by the existing UPS. Servers and SANs should be redundantly powered.
10. A clear and detailed list of all hardware proposed by the vendor must be provided. Vendor should also quote professional services for installation of hardware. See Appendix 8.5 Available equipment for existing equipment that may be used as part of the redesign.

Networking Design

This RFP will include designing and implementing a networking environment that will properly assign VLANs for data, voice, and video traffic. The selected vendor will design and configure Layer-2 and Layer-3 networking equipment at the primary and remote sites so MIS will have the capability to manage and monitor the surveillance camera system.

Networking solution will meet or exceed the following:

1. Design and configure networking equipment for remote monitoring and management.
2. Install and configure a primary core router at NTUA Data Center and remote sites if necessary.
3. Install and configure Layer-3 switches with proper VLANs for data, voice, and security at primary and remote sites.

SPECIFICATIONS:

1. The work shall include, but not limited to, the following:
 - a. Design, supply and install all security cameras, Cat 6 cables, patch panels, routers, switches, server, proper CALs, UPS and etc. as required for a complete system in accordance with the project.
 - b. Provide complete documentation, orientation, wiring certifications and training for Division of Behavioral and Mental Health Services personnel to provide a clear and complete understanding of the installed equipment and its operation. System training will cover the general operation, hardware, system features and program manipulation.

2. The security camera system shall provide video review and archiving, as well as transfer to USB/DVD capability.
3. The system shall be versatile for a wide area network to be used at other DBMHS locations and cross-platform designs. This includes remote monitoring and management.
4. Install and configure monitoring stations that includes 42-48 inch monitors that displays multiple cameras throughout the facility to enhance security.
5. The new camera system/equipment must be able to manage the variable amount of cameras installed.
6. The vendor will provide a physical virtual server that stores the video camera software and appropriate applications.
 - a. The physical server should contain: the appropriate hardware specifications with the current trend and also meet or exceed the requirements of the Video Camera Application(s).
7. The security camera system shall contain battery back-up where appropriate.
8. Provide and install all mounting hardware/supplies, cables, trays and power supplies as required for system operation and reliability.
9. The security camera system's programming shall include configuration parameters (hardware, software and other communication parameters). Programming operational parameters shall include full configuration for a fully operational system. As well, a back-up of the final configurations.

Additional Hardware

1. Physical server computing and storage equipment
2. Network routers that support layer-3 routing and Unified Threat Management capabilities
3. Network switches that supports layer-3 routing, vlans, 100/1000 PoE+ 48 ports, stacking and network management tools.
4. 3-Year Technical and Hardware/Software Maintenance Support
5. Cabling Infrastructure + Termination Hardware (Label Identification of each cable pulled) and wiring/fiber certifications for each Cat 6 cable pulled.

GENERAL RESPONSIBILITIES

1. Familiar with the site and point out any potential problems before starting the project. If any potential problems are identified notice should be given during onsite pre-bid meeting or in written request for information
2. Award of this contract shall be based on the assurance that qualified staff will be able to carry out this scope of work.
3. All change management that affects the facility's power and system reboots must be first approved by the MIS department; without exceptions.
4. Any disruptions to the integrity of surfaces that are a portion of a fire barrier system – firewalls, enclosures, and floor penetrations must be approved by the MIS Department and in accordance to applicable Fire Safety Codes
5. All newly installed equipment will be properly grounded
6. All additional wiring and cabling materials are the responsibility of the vendor
7. The identified three sites are an actively behavioral health facility, the vendor's employees shall have a respectful awareness of the environment, which includes clients, staff, and events at all times; and comply with requested procedures regarding confidentiality

LIABILITY INSURANCE

Shall provide and maintain, at their expense, general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done, its employees or agents, in connection with the performance of this project.

GENERAL SITE MAINTENANCE

1. Shall clean up, remove, and dispose of all debris associated with this work. Maintain cleanliness of the property at all times.
2. All work, including start-up of equipment, is to be performed during regular working hours. There are some instances where contractors would like to work 10 hours a day, 4 days a week or on weekends. It will be at the discretion of DBMHS parties involved to allow these working time frames, due to onsite services that are performed on a daily basis.
3. It is the intent of this contract that all work performed is to be complete and functional in all respects that meet all requirements.
4. The costs of repair(s) and/or replacement(s) of any damage(s) done by the vendor's work force are the responsibility of the vendor.
5. All conduits and raceways shall be concealed unless prior approval has been granted to run on wall surfaces. Where runs are exposed all runs shall be true to building lines and painted out as to not be obvious.
6. Wall and ceiling surfaces disturbed during the installations shall be restored to their original conditions in like kind- materials, textures, finishes, etc.
7. At the completion of the project, all ceiling tiles, furnishing and equipment that were removed during the work will be return to its proper position
8. Removal of existing wiring and cameras, if applicable

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**NAVAJO NATION CERTIFICATION
Regarding Debarment and
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.

2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.

3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).

4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date