

REQUEST FOR PROPOSAL

**NAVAJO NATION DEPARTMENT OF HEALTH
Navajo Community Health Representative & Outreach Program
RFP# 20-06-2322LE**

**SURFACE PRO LAPTOPS, COMPUTER ACCESSORIES, HARDWARE/SOFTWARE
Federal Communications Commission
COVID-19 Telehealth Program**

The Navajo Community Health Representative (CHR) and Outreach Program, under the Navajo Department of Health, is a recipient of funding through the COVID-19 Telehealth Program, Wireline Competition Bureau, Federal Communications Commission. This funding is for telecommunications services and broadband connectivity services; information services; connected devices/equipment. The Navajo CHR & Outreach Program is requesting proposals for Surface Pro Laptops, Computer Accessories, Hardware/Software from qualified vendors. The laptops will be used by the Community Health Workers to track any and all COVID-19 activities throughout the Navajo Nation.

The contractor/consultant's proposal shall respond to the Scope of Work identified in the RFP.

RFP Time Schedule:

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|----|--------------------------|--------------------------------|
| a. | Advertisement Period | June 10, 2020 to June 25, 2020 |
| b. | RFP Submittal Deadline | June 25, 2020 |
| c. | Evaluation of RFP & Firm | June 26, 2020 |
| d. | Selection of RFP & Firm | June 26, 2020 |

Submittal Deadline:

Proposal(s) must be received by **Thursday, June 25, 2020 at 5:00 pm DST**

All parties responding to this Bid # 20-06-2322LE are instructed to submit or send four (4) proposals (1 original and 3 copies) to the following address:

Physical Address: (Courier Service/ Deliver to)	Navajo Department of Health Navajo Community Health Representative Program Attention: Mae-Gilene Begay, Program Manager Administration Building Number 2 Window Rock Boulevard Window Rock, AZ 86515
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Mailing Address: Navajo Department of Health
Navajo Community Health Representative Program
Attention: Mae-Gilene Begay, Program Manager
PO Box 2280
Window Rock, AZ 86515

Addendum to RFP

In the event it becomes necessary to revise any part of the RFP, the Navajo Community Health Representative Program (CHR Program) will issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.

Inquiries Regarding this RFP

Questions regarding this RFP should be submitted in writing (email, facsimile, regular mail) to the Program Manager of Navajo Community Health Representative (CHR) & Outreach Program at mgbegay@navajo-nsn.gov or at facsimile number 928-871-6255. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial and may not receive a response. **Questions regarding this procurement will be accepted until Friday, June 19, 2020.**

Rejection of Proposals

The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals, whenever such rejection is deemed in the best interest of the Navajo Nation.

SCOPE OF WORK

The Navajo Community Health Representative (CHR) & Outreach Program seeks to contract for goods and services for one hundred-forty (140) Surface Pro Laptops for use by program personnel. The requirements and specifications are outlined below.

The selected firm shall provide the listed items in the requirements and specifications outlined below. The items are to be **NEW** and **NOT USED** nor **REFURBISHED**.

QTY	DESCRIPTION
140	Microsoft Surface Pro 7 - 12.3" - Core i7 1065G7 - 16GB RAM - 1 TB SSD
140	Microsoft Complete Accident Protection - extended service agreement - 3 years - 2nd and 3rd year
140	EMSI SOFT ANTI-MALWARE FOR GOV 3-24 PCS SUB LIC 3Y
140	Adobe Acrobat Standard 2017 Perpetual - Govt - license - 1 user (license only, no media) - software download
140	2019 Microsoft Office Pro 2019
140	Logitech MX Anywhere 2S - mouse - 2.4 GHz - graphite
140	Microsoft USB-C to HDMI Adapter - external video adapter
140	Microsoft Surface Pro Type Cover with Fingerprint ID - keyboard - with trackpad, accelerometer - English - North America - black
140	Microsoft Surface USB 3.0 Gigabit Ethernet Adapter - network adapter
140	Sandisk Extreme Go - USB flash drive - 64GB
140	StarTech.com 6ft Mini USB Cable - A to Mini B - USB to Micro b - 6ft USB to Micro Cable - 6ft Micro USB Cable (USB2HABM6) - USB cable - 6ft
140	StarTech.com 6ft/2m USB-C to Mini DisplayPort Cable - 4K 60Hz - Black - USB 3.1 Type C to mDP Adapter (CDP2MDPMM6B) - external video adapter - STM32F072CBU6 - black
140	Microsoft Surface Pen - stylus - Bluetooth 4.0 - platinum
140	Microsoft Surface Docking Station
140	UAG Rugged Case for Surface Pro 7, Pro 6, Pro 5, Pro LTE, Pro 4 Black - case for tablet
140	Cisco anyconnect secure mobility client

INSTRUCTIONS TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Community Health Representative (CHR) & Outreach Program, Navajo Department of Health, PO Box 2280, Window Rock, Arizona 86515.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration and other requirements to be met.
- D. **INQUIRIES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain requirement clarifications. No inquiries will be accepted after the inquiry deadline of **June 19, 2020** as listed on Page 2.
- E. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- F. **PROPOSALS SUBMISSION:** Proposals must be received on or before **5:00 pm DST, June 25, 2020**. Respondents who are mailing their proposals should allow sufficient time for mail delivery to insure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on Page 2 of the RFP. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
- G. **FOUR SETS OF PROPOSALS ARE REQUIRED.** The **original and three copies** must be delivered in a sealed envelope. The outside of the envelope should be clearly marked: RFP RE: PROPOSAL TO NAVAJO COMMUNITY HEALTH REPRESENTATIVE (CHR) & OUTREACH PROGRAM, NAVAJO DEPARTMENT OF HEALTH "SURFACE PRO LAPTOPS, COMPUTER ACCESSORIES, HARDWARE/SOFTWARE" BID # **20-06-2322LE** DO NOT OPEN.
- Name and address of the business submitting the proposal to be written legibly on the outside of the sealed envelope. **The RFP bid/costs must be submitted in a separate envelope and must be sealed. This envelope should be marked "DO NOT OPEN".**
- H. **REJECTION OF PROPOSALS:** The Navajo Epidemiology Center reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.

- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within any proposals must be clearly stated in the proposals itself. Proprietary information submitted in response to this RFP will be handled in accordance with the applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word, "PROPRIETARY."
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after the final selection has been made, subject to Paragraph K. The Purchasing Services Department has the right to use any or all system ideas presented in response to this RFP, subject to limitations in the Paragraph K. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and the Navajo Community Health Representative (CHR) & Outreach Program are not liable for any costs incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the successful proposal will become a contractual obligation if acquisition action ensues. Failure of the successful bidder/business to accept these obligations may result in the cancellation of the award and such proposal may be removed from consideration for future solicitations. The Navajo Nation Purchasing Services Department and the Navajo Community Health Representative (CHR) & Outreach Program reserve the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Community Health Representative (CHR) & Outreach Program intends to make a vendor selection within 5 days after the closing date.
- N. **AWARD OF BID:** Upon selection, a purchase order and/or contract document will be prepared for the contractor and the proposal submitted by the contractor will become part of the purchase order and/or contract.
- O. **EVALUATION PROCEDURES AND CRITERIA:**
 - I. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. Proposals should be prepared to provide any additional information that the team believes is necessary for a fair evaluation of proposals.
 - II. Failure to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the proposal to the execution of a contract.

- III. The sole objective of the Review Committee will be to select the proposal that is most responsive to the needs of the Navajo Community Health Representative (CHR) & Outreach Program. The specifications in this RFP represent the minimum performance criteria necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal that best meets this objective.

- IV. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the purchase order and/or contract award.
 - a. Letter of interest that includes the proposer's experience and capabilities in delivering the identified quantity of surface pro laptops, accessories, hardware/software to the Navajo Community Health Representative (CHR) & Outreach Program. (20 points)

 - b. Proposer must include in their RFP a list of three (3) references (organizations), including points of contact. The organizations may be contacted to determine the quality of work, delivery of laptops and quality of support services. (30 points)

 - c. Description of the availability of the laptops, accessories, hardware/software with an estimated delivery time. (15 points)

 - d. COSTS and specifications submitted for requested goods and services. (25 points)

 - e. Responsiveness of and organization of the written proposal to the purpose and scope of work. Completeness and clarity of all required information and any supplemental information provided by the proposer. (10 points)

- V. Cost/Price Factors: The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offerors' understanding of the program and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

- P. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP.

- Q. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- R. **TERMS:** The term of this purchase order and/or contract will be made in the best interest of the Navajo Community Health Representative (CHR) & Outreach Program with a contract or a Purchase Order that will require mutual agreements between both parties.
- S. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities. The following is a list of exhibits that are attached and are a bidding part of this RFP:
1. Licensed, bonded, and current **General Liability.**
 2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver Form.**
 3. Must submit Listing and provide all Licenses, Certifications, Awards, Degrees with proposal.
 4. Prospective recipient shall sign a **W-9 Tax Form.**
 5. Must provide a Listing of Personnel assigned to project.
- T. **TAXES:** All appropriate taxes should be included in cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 *et. seq.*).
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.

BILLING AND PAYMENT:

Billing and payment shall conform to all Navajo Nation procurement procedures and rules and regulations. In order to receive timely payment, vendor has an obligation and responsibility to present invoices that are timely and accurate. ***An original vendor invoice is needed for payment.*** The invoice must also contain information as shown on the purchase order and/or contract.

**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