

**REQUEST FOR PROPOSAL (RFP)**  
**ID: DOJTSAPS2022-1**

**The Navajo Nation Department of Justice**  
**Office of the Attorney General**

**Strategic Advisory IT Planning Services**



**Prepared by the: Navajo Nation Office of the Attorney General**  
**Date: March 25, 2022**

The Navajo Nation Department of Justice, Office of the Attorney General  
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## **REQUEST FOR PROPOSAL**

Strategic Advisory IT Planning Services for Navajo Nation Department of Justice

RFP ID: DOJITSAPS2022-01

SUBMISSION DEADLINE: Friday, April 29, 2022 by 5:00pm MDT

Questions must be submitted in written form no later than Friday, April 8, 2022 by 5:00 pm MDT to:

RFP Contact Name: Kimberly Dutcher, Deputy Attorney General  
Annette T. Brown, Principal Attorney

Mailing Address: Navajo Nation Dept of Justice, OAG  
P.O. Box 2010  
Window Rock, AZ 86515

Email Address: kdutcher@nndoj.org  
abrown@nndoj.org

Questions about this RFP should be submitted in writing to the RFP contacts designated above. Inquiries made in any other manner or to any other individual or Navajo Nation office regarding this RFP will not be answered.

### **1.0 INTRODUCTION**

The Navajo Nation Department of Justice (“NNDJOJ”) provides legal services to the Navajo Nation government including its three branches, divisions of the Executive Branch, and the 110 chapters and entities. The Navajo Nation is located in Arizona, New Mexico, and Utah, and has its primary government headquarters in Window Rock, AZ.

The NNDJOJ is requesting proposals to lead a department-wide technology needs analysis, including project planning and implementation. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above as the “SUBMISSION DEADLINE.”

The RFP and proposal submissions are time sensitive and the deadline for submission is Friday, April 29, 2022 by 5:00 pm MDT. Bids can be emailed, faxed, or dropped off in person at the Navajo Nation Department of Justice, 2521 Old BIA Clubhouse Bldg. 3, Window Rock, Arizona 86515.

**VENDORS SHOULD NOTE THAT SUBCONTRACTING ANY WORK SPECIFIED IN THE PROPOSAL IS NOT ALLOWED FOR THIS PROJECT – NO EXCEPTIONS.**

## **1.1 PROJECT AND LOCATION**

The NNDOJ requires an updated and improved implementation of a secure business network infrastructure that is fully compliant with all legal ethical security and technology requirements. The end result includes a legal management system, upgrades of network equipment hardware and security, upgrades of software and security (applications, operation system, patches) required for network equipment, CAT6 cabling, connection, termination requirements fiber splicing, relocation and termination; HVAC air cooling quality if needed; and VPN setup and implementation to users, website and domain name development, and archive data file sever storage, sharing, and permissions.

Also needed is the migration of existing NNDOJ archive data, Data Bank files, active directory info, and email exchange archive data, etc., and any additional information needed for transfer, or removal. The end goal is to build and maintain a stable information technology (“IT”) platform that supports the foundation for a digital legal management system that meets all legal ethical security and technology requirements. The project will include a needs analysis of NNDOJ’s current system to incorporate its existing technology and equipment and to make recommendations for upgrades. The needs assessment will include interviews with end users to develop solutions to meet everyday requirements, including remote access. Website design and development that NNDOJ can rely upon to provide information to its clients and the public is also a component. Solutions for archival data storage, including search capabilities, is also a need. Incorporation of existing software currently licensed must be included.

The vendor will also be required to provide solutions to address areas that have been damaged or contain obsolete hardware and software.

The vendor will need to come to the worksite to do an initial analysis and gain an understanding of the NNDOJ’s location and layout. The NNDOJ is located at 2521 Old BIA Clubhouse Bldg. 3, Window Rock, AZ 86515. The vendor may also be required to attend onsite meetings where the content and overall discussion of the needs analysis are planned, and to discuss project milestones with the NNDOJ team.

## **1.2 PROJECT OBJECTIVE**

The objective for this project is to provide the NNDOJ a long-term, ethics compliant, secure business infrastructure with administrative privileges, roles, and rights, as well as a secure website to provide information to clients, government, and people.

### 1.3 PROJECT SCOPE AND SPECIFICATIONS

#### I. Scope of Work –

- a. Description of project: relocation of IDF/network room setup. Removal and transfer of network equipment, back-up batteries, network equipment rack.
- b. Fiber Optic line: relocation of fiber, splicing, reroute to network room (D-Mark). Splice and provide fiber box/module and terminate to switch.
- c. CAT6 Cabling: rerouting, connecting, and terminating CAT6 cabling to peripherals, users, and IDF network room (D Mark). Dropping CAT6 cabling in all user's offices, connect, and terminate in wall. Removal of all old existing CAT6 cabling, RJ45 tips.
- d. Setup of network equipment: servers, file servers, firewall, backup batteries, patch panels, and switches, etc.
- e. Systems, tools, materials, and products requirements:
  - i. System (Core Server(s)): setup and configuration of server; implement and setup of RAID. DHCP, roles, policies, active directory, Microsoft exchange, VPN remote access, desktop remote access, and administrative privileges.
  - ii. System (File Server): setup and configuration of file server. Setup of RAID. Setup of file sharing for users: add roles; sharing and security. Migration of all existing NNDOJ archive data to new file server.
  - iii. System (Firewall): setup and configuration of firewall (hardware). Setup firewall "Administrator" roles. Connect cabling to switch.
  - iv. (Wireless) Access Point/Routers: Setup and configuration of Access Point/Router. Setup SSID, Security Encryption; provide password key. May add separate user and public WIFI.
  - v. Switches: Setup and configure network switches. Configure fiber role/module. Enable POE ports, roles.
- f. Tools:
  - i. Network tools: CAT6 Cable, RJ45 tips, crimper, splicer, fish tape, cable toner, and other recommended network tools.

- ii. Other tools: Power drill, screw driver, hand saw, screws, and bolts needed to brace network equipment. Other tools recommended.

g. Materials:

- i. Network Materials: CAT6 Cable Box, R45 Connectors, Wall Faceplates. Other network material may be needed.
- ii. Network Hardware Materials: Screws, bolts, and plates for bracing equipment. Extra network cables. Other network material may be needed.
- iii. Wall filler/surface materials: Paint brush, scrapper. Any other additional material to fill holes/surfaces.

h. Products:

- i. Putty filler (fire resistant) to fill holes and surfaces.
- ii. Paint to paint over any new putty filler.

II. Technology needs analysis and recommendations for Network and System administration, remote access, archival data management and organization, Managed Services and Help Desk Service and Support, security compliant with legal ethical requirements, Web Presence and Hosting, Equipment Maintenance and Supply, File shares – including secure share of files - and advanced Applications Programming Goals, and training and managerial Support.

III. Timeline – provide a timeline for each section including logical progression and dependencies of each section, a projected budget, and the training/human resources and expertise needed to accomplish the goal.

IV. Site maintenance and warranties.

#### 1.4 RFP TIMELINE

The following timeline has been established in anticipation of a contract award; however, the timeline shall be subject to change at the sole discretion of OAG management when deemed necessary and beneficial to the Navajo Nation, and the below timeline does not commit the NNDOJ to award a contract in relation to this RFP.

#### MILESTONE

#### DATE

RFP submission deadline:

Friday, April 29, 2022 by 5:00pm MDT

## 1.5 PROPOSAL BIDDING REQUIREMENTS

### A. Applicable Navajo Nation Laws, Regulations, and Policies

All applicable Navajo Nation laws and regulations shall govern this procurement, including the eligibility of any interested entity under consideration for a contract award. All interested entities, any awardee, and contracting party shall comply with any and all applicable laws, regulations, and policies governing procurement, administration, performance, payment, reporting, and any other matters related to this RFP. Applicable laws and regulations include, but are not limited to:

- The Navajo Sovereign Immunity Act, 1 N.N.C. § 551 *et seq.*;
- Title 2 of the Navajo Nation Code, related to contracts;
- The Navajo Nation Privacy Act, 2 N.N.C. § 81 *et seq.*;
- The Navajo Nation Ethics in Government Law, 2 N.N.C. § 3741 *et seq.*;
- The Navajo Business Opportunity Act, 5 N.N.C. § 201 *et seq.*;
- The Navajo Nation Procurement Act, 12 N.N.C. § 301 *et seq.*;
- The Navajo Nation Procurement Rules and Regulations, resolution BFD-192-03, adopted by the Budget & Finance Committee of the Navajo Nation Council;
- The Navajo Business and Procurement Act (“NBOA”), 12 N.N.C. § 1501 *et seq.*; and
- The Navajo Preference in Employment Act, 15 N.N.C. § 601 *et seq.*

### B. Ownership of Documents

All documents and materials contained in this RFP are the property of the Navajo Nation. All documents submitted to the Navajo Nation by an interested entity in relation to this RFP shall become the property of the Navajo Nation, and shall not be returned to the submitting entity. All proprietary information submitted to the Navajo Nation should be marked as such, and shall be treated with confidentiality in accordance with the Navajo Nation Privacy Act, 2 N.N.C. § 81 *et seq.*

### C. Acceptance of Navajo Nation Requirements

Submission of a bid in response to this RFP shall constitute the submitting entity’s acknowledgement and acceptance of all requirements and conditions governing this procurement, including all Navajo Nation laws, regulations, and policies as described above.

The Navajo Nation Procurement Act, the Navajo Nation Procurement Rules and Regulations, and the Navajo Business Opportunity Act will be followed; therefore, offerors must clearly mark on

the outside of their proposals any current priority status under the Navajo Nation Business Opportunity Act, and whether the proposal contains any proprietary information.

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

The Navajo Nation is a sovereign government and all contracts entered into as a result of this RFP shall comply with Navajo Nation laws, rules and regulations, including the Navajo Preference in Employment Act, Navajo Nation taxes, and applicable federal law, rules and regulations.

## **1.6 PROJECT PROPOSAL EXPECTATIONS**

The Navajo Nation Department of Justice shall award the contract to the proposal that best addresses the various project requirements. The Navajo Nation Department of Justice reserves the right to award any contract prior to the proposal deadline or prior to the receipt of all proposals, to award the contract to more than one vendor, or to refuse any proposal or contract without obligation to either The Navajo Nation or to any vendor offering or submitting a proposal.

## **1.7 DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Friday, April 29, 2022 by 5:00 pm MDT for consideration in the project proposal selection process.

## **1.8 PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. Consideration will also be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline and in the correct format.
- The submitting entity's performance effectiveness of their proposals solution regarding the Project Objective, including but not limited to Network, Data, Hardware, Software, and Equipment Needs Analysis.
- The submitting entity's performance history and ability to timely deliver proposed services.
- The submitting entity's experience with governments and/or law firms.
- The submitting entity's ability to provide and deliver qualified personnel with the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.
- NO SUBCONTRACTING. The submitting entity must complete the work as stipulated in the RFP.

## 2.0 PROPOSAL CONTENT SUBMISSION FORMAT

1. Each interested party must submit one (1) complete copy of their proposal, attached to their cover email as a .doc or .pdf document.
2. If applicable, a copy of a currently valid NBOA Certificate shall be attached as a separate document, labeled with the following naming convention: “NBOA Priority (1 or 2, as applicable) Certificate – Submitting Entity name.” The Navajo Nation will not merge or otherwise manipulate any documents in a submitted proposal.
3. Each email submitting a proposal must be titled using the following naming convention:
  - i. “NBOA Priority (1 or 2, as applicable) – Submitting Entity Name, Bid for RFP# DOJITSAPS2022-1,” if the submitting entity is claiming NBOA preference; or
  - ii. “Submitting Entity Name, Bid for RFP# DOJITSAPS2022-1,” if the submitting entity is not claiming NBOA preference.
4. Each submitted proposal is limited to a maximum of twenty (20) pages, including text and/or graphic material. A currently valid NBOA Certificate, cover email accompanying submission, a table of contents, any divider pages, and any warranty or service information are exempt from this page count.
5. All submitted proposals must be accompanied by a cover email, and the body of the submission email should include the following information:
  - i. the submitting entity’s identifying information – name, physical and mailing address, organizational structure type (corporation, individual, etc.). If the submitting entity is a joint venture, all identifying information for each individual entity making up the Joint Venture must be provided;
  - ii. the name, title, and signature of the person(s) duly authorized to execute a contract on the submitting entity’s behalf;
  - iii. any applicable quote number, sales representative name and contact information, as well as the date on which the cost information submitted will expire.
6. A submitted proposal must include any warranty or service information related to the goods or services listed in the submitted proposal.



7. Any submitted proposal not in conformance with the format outlined may, at the sole discretion of NNDOJ, be disqualified.

D. Claiming NBOA Preference

1. If a submitting entity is claiming NBOA preference, a currently valid NBOA preference certificate, issued by the Business Regulatory Department of the Navajo Division of Economic Development, must be included in the bid submission package.
2. The certificate must be current as of the submission deadline listed above. Submission of an out-of-date certificate, or omission of a certificate in a submitted proposal claiming NBOA priority shall result in that proposal being treated as a non-NBOA priority bid.
3. If a Joint Venture is claiming NBOA preference, the currently valid NBOA Certificate submitted must be in the Joint Venture's name.

E. Corrections or Amendments

Correction or amendment of a previously submitted proposal is allowed, provided that any correction or amendment is received before the submission deadline listed above. Any corrected or amended documents must be a complete replacement of a previously submitted proposal, and clearly identified as such. The Navajo Nation will not merge or otherwise manipulate any documents in a submitted proposal.

F. Withdrawal of Proposal

Any submitting entity may withdraw its proposal prior to the submission deadline listed above. A written notice of withdrawal must be submitted to the designated individuals listed above, in the same manner as a proposal submission, and signed by the duly authorized representative of the withdrawing entity.

**2.1 The following is a list of information submitting entities should include in their proposal submissions:**

**Summary of Vendor Background**

- Submitting Entity's name(s)
- Submitting Entity's physical and mailing address
- Submitting Entity's contact information and preferred method of communication
- Submitting Entity's legal form (e.g., sole proprietor, partnership, corporation)
- Submitting Entity's date of formation

- Description of submitting entity's structure in terms of size, range and types of services offered, and clientele
- Submitting Entity's principal officers (e.g., President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager(s)), and length of time of each officer has performed in his/her field of expertise
- Submitting Entity's Federal Employee Identification Number (FEIN) via a current and signed IRS Form W-9
- Evidence of the submitting entity's legal authority to conduct business on the Navajo Nation
- Evidence of the submitting entity's established track record for providing services and/or deliverables that are the subject of this proposal (website design, host, and ftp server development)
- Any certifications and licenses of the submitting entity relevant to the project.

### **Financial Viability of Company Statements:**

- Whether the submitting entity, or its parent company (if any), has ever filed for bankruptcy or any form of reorganization under the Federal Bankruptcy Laws or Code
- Whether the submitting entity, or its parent company (if any), has ever received any sanctions or is currently under investigation by any regulatory or governmental body
- Whether the submitting entity, or its parent company (if any), has ever had a contract cancelled for cause.

### **2.2 Proposed Outcome (Scope of Work)**

- Proposed timeline for all work to be completed
- Submit, as exhibits, methodologies and expected key staff for the project.

### **2.3 Cost Proposal Summary and Breakdown for Project**

The total cost associated with each submitted bid must be itemized in a table, showing the price for each of the goods and/or services listed above, including what goods will be delivered to and what services will be performed on the Navajo Nation and thus subject to Navajo Nation sales tax. Shipping and handling costs, as well as taxes applied and any other costs must be listed as separate line items. If the cost information submitted is a firm offer for a certain period, the submitting entity must include the period of the firm offer at the top of the proposed cost table. Please include:

- Hourly rates of all levels of staff expected during the project period
- A detailed list of any and all expected costs or expenses related to the proposed project
- A summary and explanation of any other contributing expenses to the total cost
- Brief summary of the total cost of the proposal.

**Please Include the Following Documents with your Proposal Package:**

- Submitting Entity credentials, and a list of previous accomplishment from other contracts completed including website addresses and address/contact information of business references.
- A current and signed IRS Form W-9 for the submitting entity
- A current certificate of business liability insurance for the submitting entity

**2.4 Warranty and Remedy information**

Please include warranty information and remedies, including for what duration, to be provided by your company in the event of product defects in workmanship or operation.

**2.5 Technological Change and Use of Technologies.**

Include your company's ability to forecast and apply technological solutions that will affect the NNDOJ Strategic Advisory IT Planning Services project so that it is seamless to the organization. Include technology accomplishments such as with previous sites completed (name of the business, school or government).

Include a list of programming technologies deemed to address the NNDOJ Strategic Advisory IT Planning Services project within your organization.

Include any hosting company or service background information.

**3.0 EVALUATION OF PROPOSALS**

The goal of proposal evaluation is to select a responsible vendor that is the most responsive and best serves the needs of the Navajo Nation and provides the NNDOJ with the lowest responsive price for the best services.

The NNDOJ will evaluate the proposals of all Priority No. 1 vendors under the NBOA first. If there are no proposals marked as submitted by Priority No. 1 vendors, or if no Priority No. 1 vendors are deemed responsible and responsive after evaluation, the NNDOJ shall next evaluate the proposals of all Priority No. 2 vendors under the NBOA. If there are no proposals marked as submitted by Priority No. 2 vendors, or if no Priority No. 2 vendors are deemed responsible and responsive after evaluation, all other proposals will next be evaluated.

Proposals shall be deemed non-responsive for any of the following reasons:

- any proposal that does not conform to the Project Scope and Specifications of the RFP
- any proposal that attempts to impose conditions which modify the requirements of the RFP, or limit the vendor's liability to the Navajo Nation

- any unsigned proposals

#### **4.0 INTERVIEWS**

Interviews may be conducted with responsible vendors for the purpose of clarification to assure full understanding of and responsiveness to the RFP and the needs of the NNDOJ. In conducting interviews, there shall be no disclosure of any information from proposals, including identification or number received, by competing submitting entities.

#### **5.0 SELECTION AND BID AWARD**

Following review of submitted proposals, in accordance with the Navajo Business Opportunity Act, a selection for award of a contract may be made. If a selection is made, NNDOJ will reach out to the selected entity informing them of the award. If the selected entity wishes to proceed, a contract will be executed between the Navajo Nation and the selected entity, and the latter party must provide the documents listed below:

A. IRS Form W-9

A completed and signed IRS W-9 form, which will be used by the Navajo Nation to report all contract payments made to the selected entity to the Internal Revenue Service.

B. Insurance Certificate

The selected entity must provide documentation of adequate insurance coverage, as determined by the Navajo Risk Management Program, which at a minimum includes naming the Navajo Nation as an additional insured party. Failure to obtain and maintain adequate coverage for the entire term of the contract will render the contract null and void.

C. Affidavit of Non-Debarment and Non-Suspension

The selected entity must provide a completed and signed *Navajo Nation Certification of Non-Debarment and Non-Suspension*, to be provided by the Navajo Nation during the contracting process.

#### **CONFIDENTIAL OR PROPRIETARY INFORMATION**

Vendors must clearly mark “CONFIDENTIAL,” or “PROPRIETARY” each part of their proposal which they consider to be proprietary information.

## 6.0 DISCLAIMERS

### A. Right to Cancel this RFP

In accordance with the Navajo Nation Procurement Rules and Regulations, the NNDOJ may cancel this RFP at any time prior to an award.

### B. Appropriation Required

In accordance with Navajo law, the liability of the Navajo Nation under any contract resulting from this RFP is contingent upon the availability of appropriations by the Navajo Nation Council, and all contracts shall have sufficient funds appropriated and available.

### C. Right to Waive Irregularities

The NNDOJ, at its discretion, may determine that errors, irregularities, or other misinformation contained in any bid submitted is of minor consequence. The NNDOJ may also may waive any mandatory requirement set forth in this RFP provided that such waiver does not, in the NNDOJ's sole determination, materially affect the objective nature of the procurement process.

### D. Right to Disqualify

The NNDOJ reserves its right to disqualify any interested entity or a bid submitted by such interested entity from consideration for award related to this RFP, if the interested entity has previously failed to satisfactorily perform any project or contract with the Navajo Nation or other governmental entity, to timely submit required documents or information, or has caused the Navajo Nation to incur unreasonable expenses in relation to the consideration of its submitted bid.

### E. Right to Refuse to Contract

The NNDOJ reserves its right to refuse to contract in relation to this RFP, if the Navajo Nation Attorney General or their designee determines, in writing, that any of the following has occurred prior to the execution of a contract:

1. The NNDOJ has not received all required supporting documents, or any other reasonably requested information;
2. A document, procedure, decision, action, or other event pertaining to the procurement of a contract related to this RFP, any pre-procurement activities related to this RFP, or to the awarding of a contract related to this RFP is in violation of any applicable Navajo, federal, or state law or regulation governing this procurement;
3. The selected entity, or any other related person or firm, is ineligible for the award pursuant to applicable Navajo Nation, federal, or state laws or regulations governing this procurement;

4. There has been a change to the Scope of Work or to any other mandatory requirement of this RFP;
5. There has been a revision of the budget or Maximum Feasible Price originally established for the goods and services listed in this RFP prior to the procurement process;
6. A protest has been timely filed in accordance with Navajo Nation law, unless a written determination has been made to proceed with a contract pursuant to Navajo Nation law;
7. It is in the best interest of the Navajo Nation.

F. No Waiver of Sovereign Immunity

Any contract resulting from this RFP shall not waive the sovereign immunity of the Navajo Nation unless approved by two-thirds vote of the full membership of the Navajo Nation Council.

\*\*\*\*\* END OF DOCUMENT \*\*\*\*\*