

**NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT**  
**REQUEST FOR PROPOSAL (RFP)**  
**BID No. 22-07-2853LE**

Microsoft Enterprise Agreement and Licenses

Due: August 17, 4:00PM MDT

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals to establish a three-year contract to renew Microsoft Enterprise Agreement and Licenses. Vendors will be required to furnish a detailed proposal, which will provide the functions, as outlined in this document, or so state those functions which require exceptions to be taken. This request for proposal (RFP) states the overall scope of products and services desired, software functionality, technology foundation, and desired vendor qualifications. This contract shall begin on November 1, 2022 through October 31, 2025.

All submitted proposals must be submitted in a sealed envelope and clearly marked:

**Hand Delivered to:**

Navajo Department of Workforce Development  
ATTN: Vickie Begay, Contract Analyst  
Tribal Hill Drive Building #FA-2754  
Window Rock, Arizona 86515  
Do Not Open: BID No. 22-07-2853LE

**Or**

**Certified Mailed to:**

Navajo Department of Workforce Development  
ATTN: Vickie Begay, Contract Analyst  
P.O. Box 1889  
Window Rock, Arizona 86515  
Do Not Open: BID No. 22-07-2853LE

**One (1) Original and two (2) copies of the Proposals must be in a sealed envelope, clearly marked: Do Not Open: BID No. 22-07-2853LE. Bids will not be opened until bidder has met the minimum requirements.** Bid opening will be held in accordance to Navajo Nation Procurement Procedures. No emailed or faxed responses shall be considered. The NDWD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses after the above due date and time will not be accepted or considered.

## REQUEST FOR PROPOSAL (RFP)

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#### **I. RFP DUE DATE**

The deadline for request for proposals is **August 17, 2022, at 4:00 p.m. MDT**. Any proposals received after this deadline will not be considered. In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.

#### **II. SCOPE OF SERVICES**

The scope of the products and services desired shall include: The Navajo Department of Workforce Development (NDWD) requests renewal of Microsoft Enterprise Agreement for software that is used for data collection, data management, data storage, and communication.

The selected firm will provide the following listed items. Items submitted must be equal to or greater than the following:

LINE	EA PART #	DESCRIPTION	DURATION IN MONTHS	QUANTITY
1	AAD-33168	Microsoft 365 E5 Unified Sub Per User	36	150
2	1NZ-00004	Defender Endpoint Server Sub	36	12
3	9EM-00270	Win Server Standard Core ALng SA 2L	36	96
4	6VC-01254	Win Remote Desktop Services CAL ALng SA UCAL	36	15

All software benefits that are applicable must be included.

#### **III. SCHEDULE OF ACTIVITIES**

Issue RFP to prospective bidders	July 26, 2022
Last day for questions from bidders	August 4, 2022
Responses to questions	August 10, 2022
RFP Submission deadline	August 17, 4p.m. MDT
RFP Opening	Week of August 22, 2022
Selection of winning bid	TBD

#### **IV. QUESTIONS AND INQUIRIES**

Questions or requests regarding this RFP should be submitted in writing (emailed questions are acceptable) to the following:

Navajo Department of Workforce Development  
ATTN: Vickie Begay, Contract Analyst  
P.O. Box 1889, Window Rock, Arizona 86515  
Email: vbegay@ndwd.org

#### **V. INSURANCE REQUIREMENTS**

The Navajo Nation will require the selected vendor, at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, professional liability, automobile liability, worker's compensation, errors, and omissions liability, etc. as outlined by the Navajo Nation Risk Management Department prior to any final award of a contract.

#### **VI. RESPONDENT REQUIREMENTS:**

The following shall include in all responses and received by the date and time noted above to be considered:

A. An original RFP response with two (2) copies must be provided in a sealed envelope.

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- B. Letter of Transmittal must include:
- i. Provide Statements of Qualifications.
  - ii. Identify the name of the person responding to the RFP.
  - iii. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization.
  - iv. Identify the names, and telephone numbers of person to be contacted for clarification.
- C. Cost and Budget Breakdown
- This section must include a detailed cost proposal with a grand overall total for each of the following areas:
- i. Price of products and service fees
  - ii. All appropriate taxes should be included in the 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.).
  - iii. Total Cost
- D. Required Documents:
- i. Comprehensive Scope of Work
  - ii. Respondent(s) must indicate if they are a priority one or two vendor with the Navajo Nation. Navajo Preference vendors must provide Certificate of Eligibility issued by the Navajo Business Regulatory Department.
  - iii. Navajo Nation Certification Regarding Debarment and Suspension Form
  - iv. Federal IRS W-9 Form
  - v. Certificate of Insurance

## **VII. EVALUATION PROCEDURES AND CRITERIA**

- A. An evaluation team will review the proposals received in accordance with the general criteria described herein. Respondent should be prepared to provide any additional information the evaluation team feels necessary for the fair evaluation of proposals.
- B. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NDWD. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NDWD Department Manager may elect to evaluate RFP solely.
- C. The following evaluation criteria will be used by the review panel in the selection process and the award of the bid. The factors will be rated on a scale of 0-100 points as cited below:
- i. Priority One (1) or Two (2) vendor 0-10 points
    - a. Priority One vendor (10 points)
    - b. Priority Two vendor (5 points)
    - c. Non-Priority vendor (0 points)
  - ii. Bid Organization: 0-20 points
    - a. Once Original proposal and three (3) copies
    - b. Clarity of Proposal
    - c. Completeness

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- d. Understanding NDWD Objectives
  
- iii. Letter of Transmittal 0-20 points
  - a. Provide Statements of Qualifications
  - b. Identify individual(s) as specified
  
- iv. Technical Requirements 0-20 points
  - a. Project description
  - b. Project Accomplishments
  
- v. Proposed Post 0-30 points
  - a. Meets budget(s) allocated

**VIII. ADDITIONAL INFORMATION**

**A. Availability of Funds**

Any subsequent contract award associated with the RFP is contingent upon the availability of funds to the Navajo Department of Workforce Development. If funds are not available, any agreement resulting from this RFP shall become void and of no force or effect. NDWD reserves the right to negotiate the overall contract price based on availability of funds.

**B. Agreement**

The NDWD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The NDWD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

**C. Cancellation of Agreement**

The NDWD reserves the right to cancel any contract/agreement, any time, with thirty days prior written notice to consultant, should any of the following conditions exist:

- i. Funds are not appropriated by the NDWD for continuance of this agreement
- ii. The NDWD, through changes in its requirement, method of operation, or program operation no longer has a need for the service.

**D. Response Material Ownership**

All material submitted regarding this RFP shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by NDWD and may be reviewed by any person after final selection has been made. NDWD has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.