

**NAVAJO NATION
DEPARTMENT FOR SELF RELIANCE
(DSR)**

**REQUEST FOR PROPOSAL
DSR WINDOW ROCK OFFICE
FURNITURE**

**DIVISION OF FINANCE –
PURCHASING**

Re-BID # 22-03-2749LE

EQUEST FOR PROPOSAL
Re-BID # 22-03-2749LE

PROJECT TITLE: The Department for Self Reliance (DSR) Window Rock Office Furniture

PROPOSAL DUE DATE:

PROPOSAL: All interested parties are invited to review and respond to this Request for Proposal (RFP) at their discretion. All questions pertaining to the contents of this RFP, respondents are instructed to contact Ms. Dawn Foster, DSR Delegated Principal Accountant, via email at dawn.foster@nntanf.org. For technical questions, please contact Dawn Foster, Accountant.

All parties responding to this BID # XXX are instructed to submit or send their proposal to the following address:

Mailing Address:

Navajo Nation Office of the Controller
Purchasing Department
P.O. Box 9000
Window Rock, AZ 86515
ATTN: Lorita Etsitty

Physical Address:

Navajo Nation Office of the Controller
Purchasing Department
2559 Window Rock Blvd.
Administration Bldg. #1
Window Rock, AZ 86515
ATTN: Lorita Etsitty

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

**RE-BID # 22-03-2749LE - DSR Window Rock Office Furniture
DO NOT OPEN
BID PROPOSAL**

GUIDELINES FOR THE REQUEST FOR PROPOSAL

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation is the largest federally recognized Indian Tribe, occupies a land base of approximately 27,000 square miles, and extends into three states: Arizona, New Mexico and Utah. On August 22, 1996, Public Law (P.L.) 104-193, "The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996" was signed into law. This law ended the Administration to Families with Dependent Children (AFDC) Programs. Under P.L. 104-193, the new law created block grants to States, and authorized Indian Tribes to apply for and administer their own Temporary Assistance to Needy Families (TANF) Program.

II. SCOPE OF CONTRACT

The Navajo Nation Department for Self Reliance intends to enter into a contract with a responsible, qualified and independent contractor to Plan, Design and Install Office Furniture at the DSR Window Rock Field Office located in Window Rock, Arizona.

III. RESPONDENT REQUIREMENTS

All respondents must possess, at a minimum, the capabilities listed herein and that the bid proposals submitted must provide sufficient detailed information related to the respondent's capabilities, experience and expertise in meeting the following requirements:

1. The respondent must not be Debarred or Suspended from conducting business with the federal government.
2. The respondent must have at least five (5) years of experience in planning, designing, and installing office furniture for office space settings.
3. The respondent must be familiar with the Federal, State, Building Codes/Standards, including OSHA safety regulations/standards.

IV. SCOPE OF WORK

A. SERVICES TO BE PROVIDED

The respondent to the RFP should submit their proposal outlining their intent of providing the following services:

1. Planning

It is recommended that the respondent assess the floor plan at the DSR Window Rock office to determine the office furnishing needs. In the planning aspect, it may also be necessary for the respondent to identify those offices that could accommodate more than 1 person.

The respondent must also be aware in planning the office furnishing floor plan that the DSR employees have daily contact with the DSR customers and/or the general public.

2. Design

Based on results of the assessment, the respondent should design its office furnishing floor plan with workstations that are accessible, of quality material and durable, and that the cost of the office furnishings is at a reasonable price. The respondent should consider the following requirements in their floor plan:

- a. Office furnishings should be constructed of quality and durable material.
- b. Workstations should be of an “L” or “U” shape configuration.
- c. Workstations:
 - i. Desktops should have ample working space with electrical, communication and data lines cord openings.
 - ii. Under the desktop locking drawers.
 - iii. Under the desktop locking filing cabinets.
 - iv. Overhead locking cabinets with light fixtures.
 - v. Locking file cabinets.
- d. Color coordination of the office furnishings fabric that include, but not limited to, the chairs, modular walls, tack board and carpet.
- e. Break room furnishings that include sofa couch, table, chairs, refrigerator.

3. Installation

- a. Installation of the new office furnishings.

4. Inspection/Maintenance

- a. Conduct an inspection of work completed to ensure it meets all required safety standards.
- b. Ensure that all electrical, communication and data lines are accessible to the workstations.
- c. Prior to completing the project, if necessary, make all necessary corrections and/or modifications to the workstations.
- d. Conduct training to DSR staff on the maintenance and care of the new office furnishings.

V. REQUIREMENTS

The respondent will need to provide a statement or information that the respondent will employ qualified personnel, provide own equipment, storage facilities, and supplies to complete the Scope of Work and Scope of Contract. Travel expenses (meals, lodging, and mileage) and out-of-pocket expenses are allowed, but the expenses must be identified and

budgeted separately from the cost to procure the goods and services to complete the project. The contractor will need to meet with the DSR management team prior to the work commencing and will schedule interim meeting dates to provide the DSR management team with a status report on the project.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

In order to facilitate the evaluation of the proposals and allow for the best comparisons each proposal must include the following content as presented in the order indicated below. The proposal format should be typewritten on standard 8½ x11 paper, Times New Roman (size 12) font, and placed in a 1” binder with tabs delineating each section.

- A. **TITLE PAGE** –Identify your organization or business, mailing address, telephone number(s), facsimile number(s), email, name of a contact person(s) and the name of the person with the authority to sign agreements. Include the date of your proposal and use the following title:

Request for Proposal – Department for Self Reliance
DSR Window Rock Office Furniture – **RE-BID # 22-03-2749LE**

- B. **COVER LETTER** – Provide a one to two page letter summarizing your understanding of the work to be completed with a positive commitment in performing the work within the period required. **DO NOT** reveal or refer to the cost in this letter.
- C. **TABLE OF CONTENTS** –The proposal should contain a clear identification of each section with page numbers and any attachments, exhibits, etc.
- D. **PROFILE** – Identify the physical location and mailing address of your business or organization, identification of partners, managers, supervisors, and other key personnel, including all subcontractors, that will perform the Scope of Work, as outlined in the RFP.
- E. **QUALIFICATIONS AND EXPERIENCE** – Explain the experience your company has in meeting the requirements found in this RFP.
- F. **APPROACH** – Describe the approach and method to be utilized in performing the Scope of Work.
- i. **Organization and Management:** Please state tasks to be performed and identify the person(s) or the project team that will complete the tasks. If subcontractors are used, please state the work they will perform.
 - ii. **Schedule:** Please state the amount of time needed to complete the project in days, months (as appropriate to the size of the project) and provide a

timeline chart showing tasks and dates of anticipated completion. Time preparation and submission of reports should be included.

- G. SPECIALIZED OR SPECIFIC QUALIFICATION AND EXPERIENCE – State your organization’s professional experience relevant to meeting the requirements of the RFP. Special consideration will be given to those organizations that have proven experience working with Tribal TANF Programs.
- H. COST – In a separate sealed envelope to be included in the proposal envelope, please identify the total cost for completing the project.
- I. COMPLIANCE – Any proposal that does not adhere to this format and does not address each specification, requirement and the Scope of Work, as outlined in the RFP, may be deemed non-responsive and rejected.

VII. EVALUATION PROCEDURES

A. Evaluation Criteria

Proposals will be evaluated by DSR using the following criteria (maximum points listed):

- i. Proposal Content and Organization5 points
- ii. Methodology and timelines to complete the Scope of Work50 points
- iii. Qualifications, Credentials and Work experience in working with Tribal TANF Programs 15 points
- iv. Navajo Preference, Indian Preference, Minority firms..... 10 points
- v. Cost breakdown (in a separate sealed envelope)20 points
- Possible Total Points..... 100 points**

B. Applicable Federal Requirements

In the acceptance of Federal Funds, the DSR is required to comply with all Federal and Tribal Laws and Regulations, including 45 Code of Federal Regulations Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to States, and Local and Tribal Governments; Section 92.36 (e), (1) requiring the grantee to take all necessary affirmative steps to assure minority firms, women businesses and labor surplus area firms are used when possible, including complying with the Navajo Nation’s Business Opportunity Act, 5 N.N.C., Subsection 201-215 and the Navajo Nation’s Procurement Rules and Regulations.

VIII. TYPE OF CONTRACT

In the award of the contract to the successful respondent, the Navajo Nation will utilize the standard Service 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 timelines proposed by the respondent in completing the project.

X. TECHNICAL DIRECTION

The DSR has designated Ms. Dawn Foster and Mr. Morales Sagina as the Project Managers for this project.

XI. PAYMENT AND SUBMISSION OF INVOICES

- A. Payment for work performed under this contract will not exceed the contract amount.
- B. A request to modify, amend or increase the contract amount must be submitted, in advance, in writing and must be agreed upon and signed by both parties.
- C. Payments will be made to the contractor upon receipt of an original invoice(s) with original signature(s) and date(s) with detailed supporting documentation of the amount to be paid.
- D. All correspondences and/or invoices to this project must refer to the Contract Number assigned.

XII. RIGHTS

- A. The DSR reserves the right to reject any and all proposals, in whole or in part.
- B. This RFP is not an agreement/contract or an obligation of funds and the DSR is not obligated or responsible for the cost of preparing the proposal.
- C. The respondent must submit one (1) original and three (3) copies of the proposal to the address identified on the cover of the proposal. The original proposal will serve as the official copy and the other three copies will be retained on file.
- D. The respondent must provide a current Certificate of Liability Insurance.
- E. Only written responses to the RFP will be accepted.
- F. Responses to the RFP shall be sent in a sealed envelope and clearly marked with RFP Title/**RE-Bid # 22-03-2749LE**, Department for Self Reliance (DSR) Window Rock Office Furniture by registered, certified mail, overnight delivery with proof of delivery, or can be hand delivered to the name and address identified on the cover of the RFP.
- G. Proposal shall be received on or before 4:00 PM on **June 3, 2022** Proposals received after 4:00 PM or late will not be accepted.
- H. Faxed proposals will not be accepted.

XIII. AGREEMENT TERMS AND CONDITIONS

The services requested will be provided under the Terms and Conditions set forth in the Navajo Nation's Standard Agreement. A copy of the Standard Agreement can be made available upon request. The Agreement contains the Standard Provisions and Special Provisions applicable to the services anticipated in this RFP. If the organization cannot agree to the terms and conditions set forth in the Agreement, the respondent must indicate the specific section(s) of the Agreement that is not acceptable and should submit alternative language explaining their change to that section. The Navajo Nation will consider the alternate language proposed by the respondent and the Navajo Nation will not be bound by the alternate language change received from the respondent. If the organization stipulates that the Navajo Nation be bound to the change of the language in the Agreement, the Agreement may not be considered or may be rejected.

The DSR will make a reasonable effort to execute an agreement by selecting the proposal that best meets the needs and requirements of the DSR. The Agreement shall be signed by the contractor and returned to DSR within five (5) working days from the receipt of the Agreement. The Agreement will not become effective until signed by a person holding the required authority for both parties.

Failure to execute the Agreement within the period identified above will be sufficient cause for voiding the award of the Agreement. If the successful bidder refuses or fails to accept the Agreement, the DSR may award the contract to the next qualifying organization that responded to the bid.