

**NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT
REQUEST FOR PROPOSAL (RFP)
BID NO. 23-02-2959LE**

Internet and Wide Area Network Services
Due: March 14, 2023 4:00 PM MST

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals to establish a three-year contract for internet connectivity and wide area network (WAN) infrastructure for 10 NDWD sites. This request for proposal (RFP) states the overall scope of products and services desired, technology foundation, and desired vendor qualifications. This contract shall begin on May 1, 2023 through April 30, 2026.

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. #####

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. #####

One (1) Original and three (3) copies of the Proposals must be in a sealed envelope, clearly marked: Do Not Open: BID NO. 23-02-2959LE. Cost proposals must be in a separate envelope and 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.

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I. RFP DUE DATE

The deadline for request for proposals is **March 14, 2023, at 4:00 p.m. MST**. 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 Navajo Department of Workforce Development (NDWD) is requesting proposals for internet connectivity and wide area network (WAN) infrastructure for 10 NDWD sites with the topology listed below.

- A. Vendor will provide dedicated internet access at hub location (Window Rock, Arizona) and provide transport (Private WAN/MAN) between hub and 9 remote sites. The 10 workforce locations along with bandwidth requirements are listed below:

LOCATION	LATITUDE	LONGITUDE	BANDWIDTH
<u>Central Administration (Hub):</u>			
Window Rock, Arizona	35.679121	-109.053326	300 Mbps (Internet)
<u>Five (5) Agency Workforce Centers:</u>			
Fort Defiance, Arizona	35.735402	-109.067561	60 Mbps (Transport)
Chinle, Arizona	36.160873	-109.577243	60 Mbps (Transport)
Tuba City, Arizona	36.125412	-111.233406	60 Mbps (Transport)
Shiprock, New Mexico	36.778565	-108.701119	60 Mbps (Transport)
Crownpoint, New Mexico	35.679693	-108.151033	60 Mbps (Transport)
<u>Four (4) Sub-Offices:</u>			
Greasewood, Arizona	35.528088	-109.854134	20 Mbps (Transport)
Kayenta, Arizona	36.725731	-110.253651	20 Mbps (Transport)
Tohatchi, New Mexico	35.852763	-108.760943	20 Mbps (Transport)
Leupp, Arizona	35.293324	-111.005029	20 Mbps (Transport)

- B. If applicable, vendor will work with the current WAN infrastructure and provide equipment upgrades if needed. Equipment upgrades may include microwave radio, fiber lateral, cabling, etc. Fiber-optic connections preferred for 'last mile' site connections where available to leverage symmetrical upload speeds. Items and installation costs should be quoted separately from proposed monthly recurring cost.
- C. Vendor must be able to work with NDWD for any future changes in site bandwidth.
- D. Vendor, if selected, must accompany service with a Service Level Agreement (SLA) that includes the following:
- Network Availability: 99% up time
 - Packet Loss: Maximum Average Packet loss of 1% or less in a month.
 - Latency:
 - 60 ms or less for layer 3
 - 10 ms or less for layer 2
 - Service Restoration: Within 8 hours on normal business days. Within 12 hours during non-business hours, weekends and holidays.

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E. If SLA is not met for a duration of time, the affected amount of time should be eligible for refund.

F. The agreement will span three (3) years.

III. SCHEDULE OF ACTIVITIES

Issue RFP to prospective bidders	February 21, 2023
Last day for questions from bidders	March 2, 2023
Responses to questions	March 9, 2023
RFP Submission deadline	March 14, 2023, 4p.m. MST
RFP Opening	TBD
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 in order to be considered:

A. 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.

B. Cost and Budget Breakdown:

Cost proposals must be in a separate envelope and will not be opened until bidder has met the minimum requirements. This section must include a detailed cost proposal with a grand overall total for each of the following areas:

- i. Monthly Recurring Cost
- ii. Non-Recurring Costs (Delivery/Installation)
- iii. Cost of Warranty
- iv. 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.).
- v. Other Related Costs

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- C. Required Documents:
 - i. 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.
 - ii. Navajo Nation Certification Regarding Debarment and Suspension Form
 - iii. Federal IRS W-9 Form
 - iv. 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. Letter of Transmittal 0-25 points
 - a. Provide Statements of Qualifications
 - b. Identify individual(s) as specified
- ii. Specifications: 0-50 points
 - a. Bandwidth Specifications
 - b. Other features
- iii. Services: 0-30 points
 - a. Projected time to complete the delivery/installation
 - b. Warranties/Licensures
 - c. Response time for repairs/maintenance, replacement of equipment, troubleshooting
 - d. Other services provided, but not listed
- iv. Proposed Cost 0-20 points
 - a. Monthly Service Cost
 - b. Delivery/Installation
 - c. Other related costs

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

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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.