

**REQUEST FOR PROPOSAL**  
**Meals, Lodging, and Meeting Space for the Navajo Department of Family Services General Staff Meeting**

**Bid No. 23-10-3137LE**

The Navajo Nation Department of Family Services (DFS) is requesting for sealed bids to provide accommodations for a general meeting space with audio/visual equipment, breakout rooms, catering services, and lodging for its General Staff Meeting held within the area of Flagstaff, AZ.

**SCOPE OF WORK:**

| <i>Tuesday, December 12, 2023</i> |                  | <i>Wednesday, December 13, 2023</i> |               | <i>Thursday, December 14, 2023</i> |                  |
|-----------------------------------|------------------|-------------------------------------|---------------|------------------------------------|------------------|
| 1:00 PM                           | Travel           | 8AM – 9AM                           | Breakfast     | 8AM – 9AM                          | Breakfast        |
| 5:00 PM                           | Lodging Check in | 12:00 PM                            | Plated Lunch  | 9:00 AM                            | Check out/Travel |
|                                   |                  | 5:00 PM                             | Plated Dinner |                                    |                  |

**BACKGROUND:**

- A. Dates for consideration: December 12 - 14, 2023
- B. Addendum to RFP - in the event it becomes necessary to revise any part of the RFP, DFS will issue a written addendum on the specifics of the change and inform all respondents.
- C. Inquiries Regarding this RFP - Questions regarding this RFP should be submitted in writing (email, facsimile, or regular mail) to the Accountant of DFS. Only written responses shall be official. Verbal inquiries and responses shall be considered unofficial and may not receive a response.
- D. 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.

**SPECIFICATIONS FOR MEETING ROOM REQUIREMENTS AND MEALS:**

Number of Participants - There will be an estimated two-hundred sixty (260) participants for the plated dinner, with one-hundred thirty (130) participants for other events in this RFP. The final number will be provided (30) business days prior to the event.

**A. Catering**

- 1. Proposal shall include a proposed menu packages for meals: (2) hot breakfasts, (1) hot lunch, and (1) plated dinner

**B. Room Rental**

- 1. One (1) General Session Room with banquet style set-up to hold approximately one-hundred thirty (130) attendees on following days:
  - i. Day 1, 12/13/23: Full Day (8:00 am to 5:00 pm)
  - ii. Day 2, 12/14/23: Morning (8:00 am to 10:00 am)
- 2. One (1) General Session Room with banquet style set-up to hold approximately two-hundred sixty (260) attendees on following days:
  - i. Day 1, 12/13/23: Evening (5:00 pm to 9:00 pm)

**C. Audiovisual Equipment**

- 1. Vendor will include any additional costs for projector screens/AV equipment for Day 1.
- 2. An LCD projector and tripod screen will be provided by the vendor for the general session in the ballroom with Wi-Fi access, may include setup. The projector package will include a cart, cabling, a power strip, and extension cord. Vendor may provide IT tech support, if necessary.

**D. Lodging**

- 1. One-hundred thirty (130) lodging rooms with preference of 1) King Bed and 2) Queen Bed.

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Request for submittal deadline: All RFPs must be received by Friday, October 20, 2023, at 5:00 pm MDT.

COURIER SERVICE/DELIVERY TO: Navajo Department of Family Services  
*Attn: Malecca Platero, Accountant*  
2296 Administration Bldg #2, Window Rock Blvd.  
Window Rock, Arizona 86515

MAIL TO: Navajo Department of Family Services  
*Attn: Malecca Platero, Accountant*  
PO Box 704, Window Rock, Arizona 86515  
(*Must be date stamped.*)

**INSTRUCTION TO BIDDERS**

- A. ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Department of Family Services (DFS). P.O. Box 704 Window Rock, Arizona 86515. DFS provides specialized human services to children, adults, and elderly who are experiencing abuse, neglect or crisis and to help maintain healthy and stable families on the Navajo Nation.
- 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. Please include any supporting attachments with proposal packets.
- D. SCHEDULE OF ACTIVITIES:**  
Advertise: October 5 – 20, 2023. Closing Date: October 20, 2023. Bid Opening: October 25, 2023. Selection: October 27, 2023. Award of Contract: October 30, 2023.
- E. INQUIRES:** Prospective proposals inquiry deadline, Friday, October 20, 2023. No questions accepted after this date. Inquiries and questions will be answered at any time, prior, questions may be verbal or in writing to Malecca Platero, (928) 871-7986, or malecca.platero@nndss.org.
- F. DUE DATE FOR ALL PROPOSALS:**  
Due date for all proposals: October 20, 2023. No inquiries will be accepted after the deadline. Mailed inquiries is to be addressed to:

The Navajo Department of Family Services  
Post Office Box 704  
Window Rock, AZ 86515

- G. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** If it becomes necessary to revise any part of the RFP, an addendum will be issued.
- H. PROPOSALS SUBMISSION:** Proposals must be received on or before October 20, 2023. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. **NO LATE PROPOSALS WILL BE ACCEPTED.**

FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED: The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the DFS General Staff Meeting, Bid No: 23-10-3137LE. DO NOT OPEN, and the name and address of the firm submitting the proposal. Cost to be sealed in a separate envelope.

- I. **REJECTION OF PROPOSALS:** The Navajo Nation reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- J. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".
- K. **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 final selection has been made, subject to paragraph L below. The Navajo Nation Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph L below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- L. **INCURRING COSTS:** The Navajo Nation is not liable for any cost incurred by the proposal prior to issuance of a contract.
- M. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful proposal will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation reserves the right to pursue appropriate legal action in the above set of circumstances.
- N. **ACCEPTANCE TIME:** The DFS intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- O. **AWARD OF BID:** Upon selection, a contract document will be prepared for the vendor and the proposal submitted by the vendor will become part of the contract.
- P. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- Q. **EVALUATION PROCEDURES AND CRITERIA:**
  - 1. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by the organization proposing. Proposals must be prepared to provide any additional information the team feels necessary for a fair evaluation of proposals.
  - 2. 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.
  - 3. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the DFS. The specifications in this RFP represent the minimum performance criteria necessary for a response. Based on the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal who best meets this objective.
  - 4. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the contract award.
    - i. Ability to provide comfortable meeting room facilities and amenities as specified under the Scope of Work. (20 points)
    - ii. Cost/Price factors- Proposed bid sheet to provide facility and services as specified in the Scope of Work within this RFP. BID SHEET-A (Attachment A) will be utilized to uniformly compare quotes. (5 points)

- iii. Qualification of past performance or qualifications providing similar type of services indicated in our Scope of Work with The Navajo Nation. (20 points)
  - iv. Ability to provide catering and refreshments at a reasonable cost. (10 points)
  - v. Location of facility, area accommodations relative to fuel and reasonable dining areas within local area. (25 points)
5. **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 department and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.
- Proposed Cost: **(To be sealed in a separate envelope)** Show cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.
- Attachment called "Purchase Price" that's under the Scope of Work.
- R. 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. The Navajo Nation is a sovereign government and all contracts entered as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, Navajo Procurement Act, and applicable federal law, rules and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable Federal law. Nothing herein shall be construed as a waiver of the Navajo Nations Sovereign Immunity.
- S. RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- T. TERMS:** The term of this contract will be approximately six months in duration from December 2023 to May 2024, from event date beginning Tuesday, December 12, 2023.
- U. 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.
1. Licensed, bonded, and current General Liability.
  2. Prospective vendors shall sign a Navajo Nation Debarment and Suspension Waiver form, to be provided by DFS.
  3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal.
  4. Prospective recipient shall sign a Tax Form - W9 (2018).
- V. BILLING AND PAYMENT:** Billing and payment shall conform to all Navajo Nation procurement procedures. To receive timely payment, vendors have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

**ACKNOWLEDGMENT:**

I read and reviewed information pertaining to Request for a Proposal for "Meals, Lodging, and Meeting Space for the Navajo Department of Family Services General Staff Meeting" and approve to be advertised.



Eric Gale, Department Manager III

Department of Family Services