



# THE NAVAJO NATION

DEPARTMENT OF INFORMATION TECHNOLOGY

P.O. BOX 5970 WINDOW ROCK, AZ. 86515

PHONE: (928) 871-6520 FAX: (928) 871-7737

**TO:** All Bidders

**FROM:** Mychal Slivers – Network Specialist  
Department of Information Technology

**DATE:** November 6, 2023

**RE:** RFP for Palo Alto Support Maintenance

You are hereby notified of Addendum One (1), to our Invitation for RFP: Palo Alto Support Maintenance Bid Number 23-11-3156SB. This addendum reflects additions, deletions, modifications, or changes to the bid documents:

1. Section "E" Correct date – Extended to new Proposal date 11/14/23
2. Changed Section "I" - From 4 sets to 2 sets of copies, One original and One Copy
3. Section "I" deleted "Cost proposals must be in a separate envelope and will not be opened until the bidder has met the minimum requirements." from the section
4. Under Evaluation Criteria, Letter of Transmittal section "C" changed to "List of similar services provided to other business customers on Navajo Nation in proportion to requested the premier subscription, support maintenance."
5. Under "Evaluation Criteria" under 'Proposal for Firewall' modified section "A" to "Provide premium subscription, support maintenance cost breakdown"
6. Under "Evaluation Criteria", 'Proposal for Firewall' Deleted "B" and "C"
7. Delete under "Scope of Work a. After hour support, NNDIT will be needing after hour support if needed, this support will include but not limited to troubleshooting issues, hardware issues, license issues, subscription issues. Will need assistance to resolve these issues with little downtime as possible."
8. Delete 1. Qualification for vendor
9. The vendor performing these services are partners to Palo Alto.
  - a. Five (5) or more years of related experience
  - b. Strong written, verbal, and interpersonal communication skills
  - c. Strong expertise, knowledge, and/or experience in requested services.
10. Delete 1. Submittal Requirements:
  - a. Responses to this RFP must include the following:
  - b. Copies of licenses and training certificates for key personnel who would be assigned to the contract.
  - c. A narrative outlining the maintenance approach and repair and troubleshooting
  - d. Qualifications, and current workload capability
  - e. A list of past projects completed on the Navajo Nation
  - f. A list of three references and phone numbers for recent clients
  - g. Copy of license and insurance certifications, and qualification Certificate
  - h. A completed Cost Proposal
  - i. A completed and signed Non-Collusion Certificate.
11. Delete C. Vendor select must have Navajo Nation Insurance coverage qualification below

All other terms and conditions remain the same.

Thank you,

# **REQUEST FOR PROPOSALS**

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PROPOSAL DUE DATE : **3:00 p.m. MST November 14 , 2023**

DESCRIPTION : The Navajo Nation Department of Information Technology (NNDIT) under the Division of General Services is requesting proposals for Palo Alto Firewall Support Maintenance located in Window Rock, AZ. The firewall is utilized for security posture to operate the DIT Data Center and Administration Two building failover site during power outages.

CONTACT PERSON : Mychal Slivers, Network Specialist  
Phone Number: (928) 871-6012  
Email:mychalslivers@navajo-nsn.gov  
Fax Number: (928) 871-7737

DELIVER TO : Department of Information Technology  
P.O. Box 5970  
Tribal Hill Drive, Building No. W008-076  
Window Rock, AZ 86515  
Attn: Mychal Slivers

**Bid Number 23-11-3156SB**  
**Addendum to the RFP Version 1**

**Please Submit Two (2) sets of your Proposal.**

**REQUEST FOR PROPOSAL  
Palo Alto Support Maintenance**

**SECTION I**

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Navajo Nation Department of Information Technology (NNDIT), Division of General Services, Navajo Nation, P.O. Box 5970, Window Rock, Arizona. The contact person for this RFP is Mr. Alex Largie, Network Manager, NNDIT.
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit a proposal for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. **PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the [Navajo Business Opportunity Act](#). All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation Procurement Rules and Regulations ([BFD-192-03](#)) prior to submitting responses to this RFP, and may download a copy of the regulations from the Office of the Controller website at any time up to the Deadline for Proposals from the following link: [Purchasing Section \(nnooc.org\)](#)
- E. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
- |                     |                   |
|---------------------|-------------------|
| Advertisement Date: | November 02, 2023 |
| Proposal Due Date:  | November 14, 2023 |
- F. **INQUIRIES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Mr. Mychal Slivers, Network Specialist , NNDIT at [mychalslivers@navajo-nsn.gov](mailto:mychalslivers@navajo-nsn.gov). No inquiries will be accepted after the inquiry deadline listed in section E.
- G. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 3:00 p.m., November 14, 2023 (MDST). Respondents 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. **Late proposal will not be accepted.**
- I. **TWO SETS OF THE PROPOSAL ARE REQUIRED:** One (1) Original and three (1) copies of the proposal must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name- **“Palo Alto Firewall Support Maintenance.”** and the name and address of the firm submitting the proposal. **Proposal not clearly marked will not be accepted.** (No exceptions will be made)
- J. **REJECTION OF PROPOSALS:** NNDIT reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NNDIT Department Director determines it is in the best interest of the Navajo Nation.
- K. **PROPRIETARY INFORMATION:** Any restriction 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”.
- L. **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 NNDIT and may be reviewed by any person after final selection has been made, subject to paragraph I above. NNDIT has the right to use any or all system ideas presented in

reply to this RFP, subject to limitations in paragraph I above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

M. **INCURRING COSTS:** NNDIT is not liable for any cost by the respondents prior to issuance of a contract.

N. **ACCEPTANCE TIME:** NNDIT intends to make a vendor selection within four (4) working days after the closing date for receipt of proposals.

O. **SUFFICIENT APPROPRIATION:** A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written a notice to the Vendor shall effect such termination or reduction in scope. The NNDIT Department Director's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

P. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of offering 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. An evaluation team will judge the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent 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 respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NNDIT. 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 NNDIT Department Director may elect to evaluate RFP solely.
4. Each bid must be accompanied by a letter of transmittal. The letter of transmittal must:
  - Provide Statements of Qualifications.
  - Identify the name of the person responding to the RFP.
  - Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization.
  - Identify the names, and telephone numbers of person to be contacted for clarification.
  - Navajo Preference, Certificate of Eligibility issued by the Navajo Business Regulatory Department.
  - Required insurance documents, i.e. Certificate of Liability Insurance
  - Completed and signed with the latest date W-9 Form
  - Completed and Signed Navajo Nation Certification Regarding Debarment and Suspension
  - Subcontractors List if any.
  - Explicitly indicate acceptance of the conditions governing this procurement;
  - Be signed by the person responding to the RFP; and
  - Acknowledge receipt of any and all amendments to the RFP.
5. **Evaluation Criteria:** The following criteria will be used by an ad-hoc committee in the selection process for contract award. Vendors and proposals will be evaluated to determine the best opportunity for NNDIT.

**Initial Point Criteria:**

<b>Evaluation Criteria</b>	
Priority 1 or 2 vendor a. Priority One vendor (5 pts.) b. Priority Two vendor (3 pts.) c. Non-Priority vendor (0 pts.)	5
Letter of Transmittal a. Provide Statements of Qualifications. b. Identifying individual(s) as specified above. c. List of similar services provided to other business customers on Navajo Nation in proportion to requested the premier subscription, support maintenance.	25
Proposal for Firewall a. Provide premium subscription, support maintenance cost breakdown b. Support and Maintenance hour response, support call number for hour and after hour	70
	100

- R. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP.
- S. **TAX:** 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.).
- T. **TERM:** The term of this contract will be for a period of **3 years** from the date of award.
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.
- V. **COMPLIANCE WITH LAWS AND REGULATIONS:** The successful Vendor shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.
- W. **INDEMNIFICATION:** To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

## SECTION II

### A. BACKGROUND

The Navajo Nation Department of Information Technology (NNDIT) within the Division of General Services is responsible for Data Center located in Window Rock, AZ. NNDIT administers and manages the Information Technology activities for the Navajo Nation government.

### B. SCOPE OF WORK:

NNDIT is soliciting a proposal for support maintenance services for 3 years, for Palo Alto firewall 3250, Hardware, software, and subscriptions items are listed below. NNDIT will need subscriptions for primary and secondary firewalls. There is a total of 7 subscriptions we need renewing for 3 years.

#### 1. Cost for Firewall for hardware, software, subscription, support and maintenance list below.

- a. Present the best support maintenance cost.
- b. Subscription are listed below
- c. Support call number for 24 hour or web site for support when needed

Put the list here

Primary

PAN-PA-3250-ADVURL-3YR-HA2-R – Serial Number 016301004995  
PAN-PA-3250-TP-3YR-HA2-R – Serial Number 016301004995  
PAN-PA-3250-WF-3YR-HA2-R – Serial Number 016301004995  
PAN-SVC-PREM-3250-3YR-R – Serial Number 016301004995  
PAN-PA-3250-GP-3YR-HA2-R – Serial Number 016301004995  
PAN-SVC-PREM-3250-3YR-R – Serial Number 016301004995

Secondary

PAN-PA-3250-ADVURL-3YR-HA2-R – Serial Number 016301005107  
PAN-PA-3250-TP-3YR-HA2-R – Serial Number 016301005107  
PAN-PA-3250-WF-3YR-HA2-R – Serial Number 016301005107  
PAN-SVC-PREM-3250-3YR-R – Serial Number 016301005107  
PAN-PA-3250-GP-3YR-HA2-R – Serial Number 016301005107  
PAN-SVC-PREM-3250-3YR-R – Serial Number 016301005107

**NAVAJO NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and**  
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Name of individual signing on Applicant's behalf (print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>																									
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*