

# **REQUEST FOR PROPOSAL**

Printer Refresh

## **Department of Child Care & Development Navajo Nation Division of Children & Family Services**

**Bid No: 24-07-3412LE**

### **Overview:**

The Navajo Nation Department of Child Care & Development (DCCD) is requesting a response to this "Printer Refresh" RFP to replace all its printers and multi-function print devices. DCCD currently has all HP printers and MFPs that have reached the end of life (EOL). Due to the printer management software already in place, DCCD would prefer to continue to use HP printers but is open to other options.

### **BACKGROUND:**

The Navajo Nation Department of Child Care and Development program's primary mission is to provide quality childcare to the Navajo Nation communities. The purpose of providing childcare is to ensure that the family can become self-sufficient through employment or becoming employable in the near future. This can be done by employment, job training or through higher education. This is accomplished through tribal childcare centers or private providers.

### **I. SCOPE OF WORK**

DCCD is seeking a vendor that can provide the following hardware:

- A. **34 total** multi-function printers (MFPs), to meet or exceed the specifications of an HP Color LaserJet ENT MFP 5800dn including:
  - i. Print, copy, scan
  - ii. Print up to 45ppm
  - iii. Auto duplex printing; 2 paper trays (standard); 100-sheet ADF; 8-in color touchscreen, advanced security features.
  - iv. FCC Class A emissions - for use in commercial environments, not residential environments
  - v. Dynamic security-enabled printer
- B. **34 total** replacements for all ink cartridges for the 5800dn equivalent printer, high capacity, enough to replace all cartridges on all printers at least once.
- C. **34 total** fuser kits for 5800dn equivalent printer model
- D. **34 total** maintenance kits for 5800dn equivalent printer model
- E. **11 total** Color LaserJet Enterprise printers to meet or exceed the specifications of an HP Color LaserJet M751dn including:
  - i. Print speed letter: Up to 40 ppm (black and color)
  - ii. Prints up to 12x18"; Auto duplex printing; 2 paper trays (standard); 2.7 in LCD
  - iii. FCC Class A emissions - for use in commercial environments, not residential environments
  - iv. Up to 1200 x 1200 dpi
  - v. Monthly duty cycle Up to 150,000 pages

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- F. **11 total** replacements for all ink cartridges for the M751dn equivalent printers, high capacity, enough to replace all cartridges on all printers at least once.
- G. **11 total** fuser kits for 751dn equivalent printer model
- H. **11 total** maintenance kits for 751dn equivalent printer model
- I. **6 total** black only LaserJet printers to meet to meet or exceed the specifications of an HP 636fh printer including:
  - i. Print, copy, scan, optional fax
  - ii. Up to 55 ppm
  - iii. Declared yield value in accordance with ISO/IEC 24734
  - iv. First page out as fast as 8.5 sec
  - v. Up to 1200 x 1200 dpi
  - vi. Monthly duty cycle Up to 300,000 pages
- J. **6 total** replacements for all ink cartridges for the 636fh equivalent printers, high capacity, enough to replace all cartridges on all printers at least once.
- K. **6 total** fuser kits for 636fh equivalent printer model
- L. **6 total** maintenance kits for 636fh equivalent printer model
- M. **24 total** black-only MFP enterprise printers to meet or exceed the specification of an HP MFP M636z printer including:
  - i. Print, copy, scan, fax
  - ii. Up to 75 ppm
  - iii. Measured using ISO/IEC 24734
  - iv. Average black declared yields based on ISO/IEC 19752 and continuous printing
  - v. First page out as fast as 5.1 sec
  - vi. Up to 1200 x 1200 dpi
  - vii. Monthly duty cycle up to 300,000 pages
- N. **24 total** replacements for all ink cartridges for the M636z equivalent printers, high capacity, enough to replace all cartridges on all printers at least once.
- O. **24 total** fuser kits for M636z equivalent printer model
- P. **24 total** maintenance kits for M636z equivalent printer model
- Q. **3 years support** on ALL PRINTERS with NBD response and defective media retention

## II. SCOPE OF CONTRACT

### General Background

DCCD is requesting a response to this “Printer Refresh” RFP to replace all of its printers and multi-function print devices. DCCD currently has all HP printers and MFPs that have reached end of life (EOL). Due to the printer management software already in place, DCCD would prefer to continue to use HP printers but is open to other options.

With this RFP, NNDCCD is looking for the following:

### Enhanced Efficiency and Productivity

Modern multi-function printers (MFPs) consolidate several functions—printing, scanning, copying, and faxing—into a single device. This integration streamlines office operations by reducing the need for multiple devices and minimizes the time employees spend switching

between machines. The enhanced functionality and speed of MFPs significantly boost productivity, allowing staff to complete tasks more efficiently.

### **Cost Savings**

Although the initial investment in MFPs may be higher, they offer substantial long-term cost savings. End-of-life printers often require costly repairs and maintenance, and their efficiency decreases over time, leading to higher operational costs. MFPs, with their modern technology, are designed for lower total cost of ownership. They offer better energy efficiency, reduced paper usage through advanced features like duplex printing, and lower per-page printing costs.

### **Improved Print Quality and Reliability**

As printers age, their print quality tends to deteriorate, and they become more prone to malfunctions. Modern MFPs feature advanced print technology that delivers higher resolution and consistent quality, reducing the need for reprints and improving the overall appearance of documents. Reliable performance minimizes downtime and disruptions, contributing to a more productive work environment.

### **Enhanced Security Features**

Modern MFPs come equipped with advanced security features such as user authentication, secure print release, and data encryption. These features protect sensitive information from unauthorized access and mitigate the risk of data breaches. With end-of-life printers, security may be compromised due to outdated technology and lack of support for contemporary security standards.

### **Environmental Sustainability**

Replacing old printers with energy-efficient MFPs supports environmental sustainability goals. Modern printers comply with stricter environmental regulations and often come with features like energy-saving modes, duplex printing to reduce paper waste, and support for recycling programs. This transition aligns with corporate social responsibility objectives and contributes to a greener workplace.

### **User-Friendly Interfaces and Connectivity**

MFPs typically feature intuitive touchscreens and user-friendly interfaces that simplify operations and reduce the learning curve for employees. They also offer advanced connectivity options such as wireless printing, cloud integration, and mobile device support, enhancing flexibility and accessibility. This modern connectivity improves workflow and accommodates the evolving needs of a digital workplace.

### **Scalability and Adaptability**

As organizations grow, their printing needs evolve. Modern MFPs are designed to scale with your business, offering a range of models and configurations to match various requirements. They can be integrated into existing network infrastructures and adapted to new technologies, ensuring they continue to meet organizational needs in the long term.

### **Reduced Maintenance and Support Costs**

End-of-life printers often require frequent repairs and replacement parts, which can be costly and time-consuming. New MFPs come with warranties and support agreements that reduce

maintenance costs and provide peace of mind. Additionally, MFPs are designed for easier troubleshooting and remote management, further decreasing the need for on-site support.

### **Contract Requirements**

Chosen respondent must supply all hardware found in section IV of this document, deliver said hardware, establish any support agreements with printer vendor(s) and meet all requirements found in this document.

## **III. RESPONDENT REQUIREMENTS**

All respondents must have the capabilities listed herein, including the respondent must provide sufficient detailed information to the respondent's experience and expertise in meeting the following requirements:

- A. The respondent must be a GSA-qualified vendor able to offer GSA schedule pricing.
- B. The respondent must be able to provide all hardware necessary without using sub-vendors or multiple hardware sources.
- C. The respondent must be able to meet all the requirements of the request for proposal without using third parties to deliver hardware or provide support services.
- D. The respondent must be certified to resell and support every hardware or software vendor included in their proposal.

# REQUEST FOR PROPOSAL

## General Information

### Printer Refresh

Department of Child Care & Development  
Navajo Nation Division of Children & Family Services

**Bid No: 24-07-3412LE**

Request for submittal deadline: All RFPs must be received by Friday December 20 ,2024,  
at 5:00 pm MDT.

CONTACT INFORMATION: Navajo Nation Department of Child Care & Development  
Yolanda Gene, Principal Accountant  
Phone No: (928) 871-6161

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care & Development  
Attention: Yolanda Gene, Principal Accountant  
47552-B State Highway 264, Window Rock, AZ 86515

MAIL TO: Department of Child Care & Development  
Navajo Division of Social Services  
P.O. Box 2425  
Window Rock, Arizona 86515

**INSTRUCTION TO BIDDERS**

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care & Development. P.O. Box 2425 Window Rock, Arizona. The Navajo DCCD supports low-income working families through childcare financial assistance and promotes children's learning by improving the quality of early care, education, and afterschool programs at child care centers located throughout the vast regions of the Navajo reservation.
- 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 the proposal packet.
- D. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
1. Prospective proposals Inquiry deadline December 18, 2024  
(No questions accepted after this date)  
Inquiries and questions will be answered.  
At any time, prior, questions may be verbal  
Or in writing. Due date for all proposals **December 20, 2024**
- E. **INQUIRES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D. (1) Mailed inquiries is to be addressed to:

The Navajo Nation  
Department of Child Care & Development  
Post Office Box 2425  
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before December 20, 2024. 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 **Printer Refresh Bid No: (24-07-3412LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. **Cost to be sealed in a separate envelope.**

**LATE RECEIPT OF PROPOSALS:** Late proposals will NOT be accepted. It is the responsibility of the respondent to ensure that the proposal arrives at NNDCCD office prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **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".
- J. **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 K 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 K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful respondent 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 Purchasing Services Department and the Navajo Nation Department of Child Care & Development reserves the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the vendor and the proposal submitted by the vendor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into 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.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
  - I. 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.

- II. 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.
- III. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal who best meets this objective.
- IV. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the contract award.
  - a. Proposal Content and Organization (5 points)
  - b. Methodology and timelines to complete the Scope of Contract (50 points)
  - c. Qualifications, Credentials and Work experience in working with Tribal Programs (15 points)
  - d. Navajo Preference, Indian Preference, Minority firms (10 points)
  - e. Cost breakdown (in a separate sealed envelope) (20 points)
- V. 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.

- Q. **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 into 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.
- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.



- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and the (3) percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-DHHS CCDF Grant Funds
  - Upon award and acceptance, the total dollar amount will be made available
  - Upon the contract with the awarded vendor.
  - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be determined and negotiated based on the timelines proposed by the respondent in completing the project.
- 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 recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
  3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal
  4. Prospective recipient shall sign a **Tax Form – W9 (2024)**
  5. 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.
  6. Qualifications & Experience- Explain the experience your company has in meeting the requirements found in this RFP.
  7. 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 and 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.
  8. Specialized or Specific Qualification & 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 Programs.

**BILLING AND PAYMENT:**

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor 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 "Request for a Proposal" for Navajo Nation Division of Social Services "Printer Refresh" for Tribal Child Care Centers and approve to be advertised as is.

  
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Yolanda Gene, Principal Accountant

  
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Deannah Neswood-Gishey, Department Manager III