

REQUEST FOR PROPOSAL
Navajo Nation Department of Child Support Services
RFP # 24-07-3414LE

Date: July 22, 2024

Project Title: Office Design and Furniture/Fixtures Installation Services for the Crownpoint Department of Child Support Services, Crownpoint,NM.

Project Schedule:

Advertisement of RFP	July 25, 26, 27, 2024
Requests for Information Due Date	July 29, 2024 @ 5:00pm MST
Bid Due Date	July 31, 2024 @ 5:00pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Judy Platero, Program Manager at jplatero@css.navajo-nsn.gov AND/OR view RFP # 24-07-3414LE with Scope of Work at the NNOOC Website at www.nnooc.org.

All parties responding to this bid are instructed to submit/send four (4) proposals (1 original and 3 copies) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Lorita Etsitty, Buyer I
Administration Building #1
Window Rock Blvd
Window Rock, Arizona 86515

All responses to this bid shall be sent in a sealed envelope, including a return address, and vendor name clearly marked on the outside of the envelope, indicating the following:

RFP # 24-07-3414LE
OFFICE DESIGN AND FURNITURE/FIXTURES INSTALLATION SERVICES
DO NOT OPEN-BID PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

The Navajo Nation Department of Child Support Services (DCSS) is soliciting for bids from qualified vendors on a Request for Proposal (RFP) for Office Design and Furniture/Fixtures Installation Services for the Crownpoint DCSS Office, Crownpoint, NM.

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Department of Child Support Services (DCSS) is a federally funded program operating child support services for the Navajo population through an automated child support system performing case management including financial management of child support payments throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a service contract with one (1) responsive, qualified, and independent consultant/organization to complete all work as described in the attached scope of work.

The Crownpoint Department of Child Support Services will be moving into a new modular office building with seven (7) offices to be furnished. (See attached floor plan)

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

- a. A legitimate and credible vendor with experience and history of providing the described services to provide subject-area knowledge.
- b. Vendor must be able to operate independently in providing described services for the program.
- c. The Navajo Business Opportunity Act 5 NNC § 201, 205 may apply.
- d. Federal requirements, if applicable.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

- a. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
- b. Organization qualifications and subject-area experience. Include references.
- c. Scope of Work detailing your proposed methodology and framework.
- d. Schedule and proposed timeframe of services.
- e. Copies of licenses, certifications, insurance certificates, and other relevant documents.
- f. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of all associated and applicable costs).
- g. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed nonresponsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

- a. Proposal Content and Organization: (10 points).
- b. Methodology and schedule to complete the scope of work. (35 points).
- c. Qualifications, credentials, and work experience. (25 points).
- d. Quality of Products, ability to install and warranty services. (10 points).
- e. Cost (separate sealed envelope). (20 points).

2. Applicable Federal Requirements

3. The Navajo Nation Department of Child Support Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.

- a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be present in St. Michaels, AZ (if necessary).

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a 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 schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DCSS point of contact is Judy Platero, Program Manager for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Ms. Platero's email address is jplatero@css.navajo-nsn.gov

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Service Contract will describe this section.

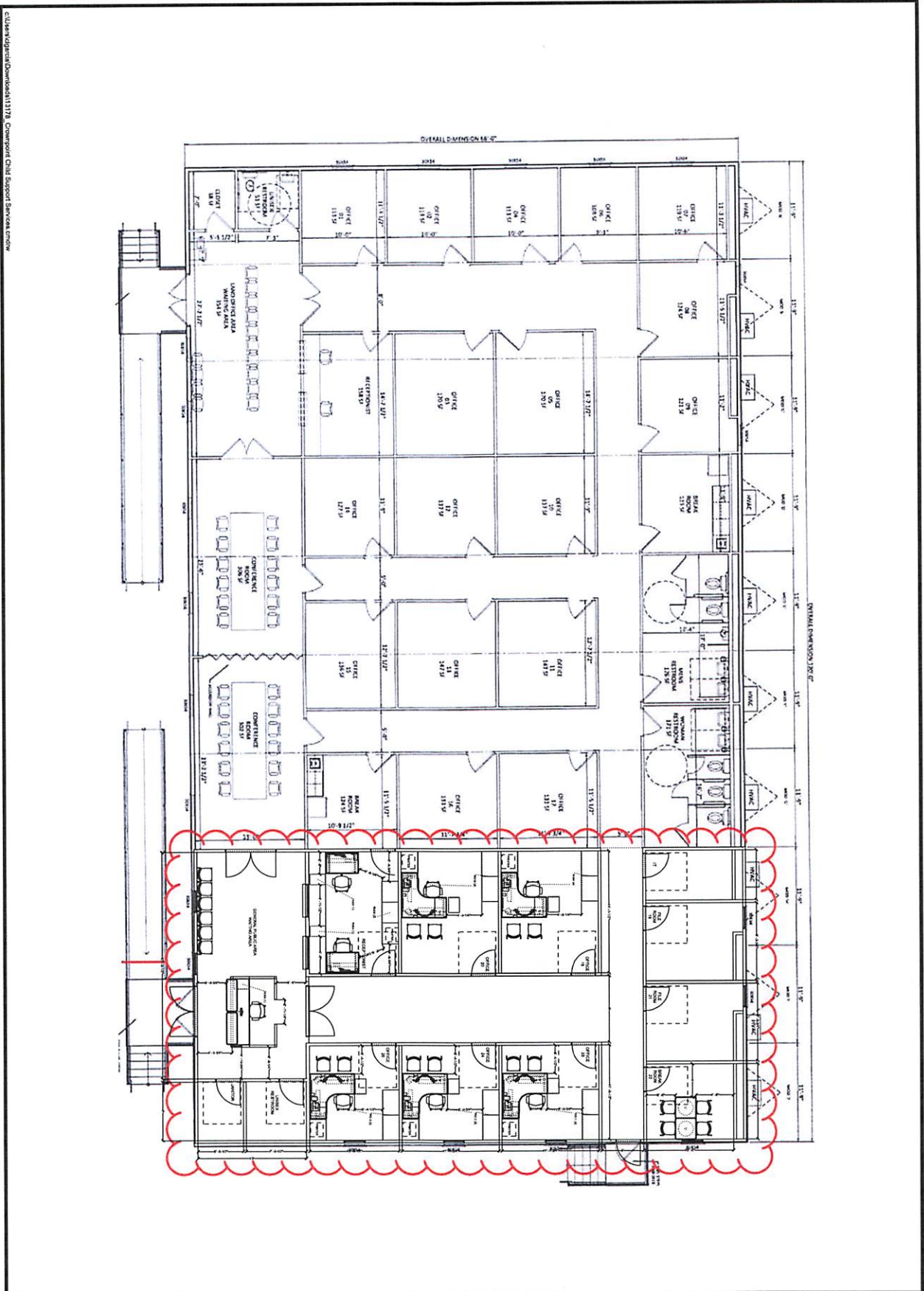
XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and the Navajo Nation is a sovereign government and all contracts entered into as a result of the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment 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 Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Service Contract will provide all other legal and contractual obligations, terms, and requirements of this project.



ATMOSPHERECL.COM

REVISION: ONE
DATE: 06.23.24
PRELIMINARY LAYOUT

DESIGN TEAM
SIERRA ROWLAND 505.414.5644
CONSE CORDOVA 505.880.6008

CLIENT APPROVAL
APPROVED BY: [Signature]
DATE: [Date]

PROJECT NAME & ADDRESS
NEW CROWNPOINT OFFICE
CROWNPOINT CHILD SUPPORT SERVICES
CROWNPOINT, NM

SHEET TITLE
OVERALL BUILDING PLAN

DATE: 06.23.24
DRAWING DATE: 06.23.24
PROJ NUMBER: 13176

PLAN NORTH
SCALE: 3/32"=1'-0"
SHEET: F1.1

FURNITURE, FIXTURES, EQUIPMENT AND INSTALLATIONS REQUIREMENTS

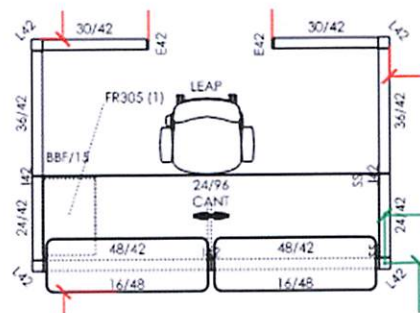
SCOPE OF WORK

Navajo Nation Department of Child Support Services
Crownpoint, NM

Security Desk

a. (1) Panel System

- Designed per plan.
- (4) Tackable acoustical panels.
- 24 x 96" Worksurface
- HPL Laminate.
- 16" x 48" standard height worksurface.
- 16" x 48" ADA height worksurface.
- BBF Pedestal.
- Flush Steel Front with integral pull.
- 12-year warranty on parts and labor.



b. (1) Ergonomic Task Chair

- Live back technology.
- (6) Adjustments for maximized ergonomic efficiency, including height, seat slider, 4 recline angles, tensioning adjustment for weight, adjustable lumbar, and lower back firmness dial.
- Lockable back.
- 4 dimension fully adjustable arms.

- Flexible edge allowing for various sitting styles.
- SCS Indoor Gold Advantage Certified.
- Hard Casters
- 5" Pneumatic seat range

Private Office 19

a. (1) 29 x 64 x 64 height adjustable desk

- 90 degrees with square corner.
- 3 stage leg.
- HPL.
- Active touch controller
- Cable riser.
- 12-year warranty on motor.
- 52" wide modesty panel, HPL

b. (1) 24 x 36 lateral file/file with top

- HPL
- Contemporary pull

c. (1) two high file/file mobile pedestal

- HPL
- Contemporary pull

d. (1) 24 x 30 two high storage

- HPL
- Contemporary pull

e. (1) 60" x 12" slatwall for work tools

- Paper Flo manager
- Pen/Pencil Cup
- Binder Holder

f. (1) Dual monitor arm

- C-clamp
- Integrated cable management

g. (1) Ergonomic Task Chair

- Live back technology.

- (6) Adjustments for maximized ergonomic efficiency, including height, seat slider, 4 recline angles, tensioning adjustment for weight, adjustable lumbar, and lower back firmness dial.
- Lockable back.
- 4 dimension fully adjustable arms.
- Flexible edge allowing for various sitting styles.
- SCS Indoor Gold Advantage Certified.
- Hard Casters
- 5" Pneumatic seat range

Private Office 20

a. (1) 29 x 64 x 64 height adjustable desk

- 90 degrees with square corner.
- 3 stage leg.
- HPL.
- Active touch controller
- Cable riser.
- 12-year warranty on motor.
- 52" wide modesty panel, HPL

b. (1) 24 x 36 lateral file/file with top

- HPL
- Contemporary pull

c. (1) two high file/file mobile pedestal

- HPL
- Contemporary pull

d. (1) 24 x 30 two high storage

- HPL
- Contemporary pull

e. (1) 60" x 12" slatwall for work tools

- Paper Flo manager
- Pen/Pencil Cup
- Binder Holder

f. (1) Dual monitor arm

- C-clamp

- Integrated cable management

g. (1) Ergonomic Task Chair

- Live back technology.
- (6) Adjustments for maximized ergonomic efficiency, including height, seat slider, 4 recline angles, tensioning adjustment for weight, adjustable lumbar, and lower back firmness dial.
- Lockable back.
- 4 dimension fully adjustable arms.
- Flexible edge allowing for various sitting styles.
- SCS Indoor Gold Advantage Certified.
- Hard Casters
- 5" Pneumatic seat range

Private Office 23

a. (1) 23 x 64 x 64 height adjustable desk

- 90 degrees with square corner.
- 3 stage leg.
- HPL.
- Active touch controller
- Cable riser.
- 12-year warranty on motor.
- 52" wide modesty panel, HPL

b. (1) 24 x 36 lateral file/file with top

- HPL
- Contemporary pull

c. (1) two high file/file mobile pedestal

- HPL
- Contemporary pull

d. (1) 24 x 30 two high storage

- HPL
- Contemporary pull

e. (1) 60" x 12" slatwall for work tools

- Paper Flo manager
- Pen/Pencil Cup

- Binder Holder
- f. (1) Dual monitor arm**
- C-clamp
 - Integrated cable management
- g. (1) Ergonomic Task Chair**
- Live back technology.
 - (6) Adjustments for maximized ergonomic efficiency, including height, seat slider, 4 recline angles, tensioning adjustment for weight, adjustable lumbar, and lower back firmness dial.
 - Lockable back.
 - 4 dimension fully adjustable arms.
 - Flexible edge allowing for various sitting styles.
 - SCS Indoor Gold Advantage Certified.
 - Hard Casters
 - 5" Pneumatic seat range

Private Office 24

- a. (1) 23 x 64 x 64 height adjustable desk**
- 90 degrees with square corner.
 - 3 stage leg.
 - HPL.
 - Active touch controller
 - Cable riser.
 - 12-year warranty on motor.
 - 52" wide modesty panel, HPL
- b. (1) 24 x 36 lateral file/file with top**
- HPL
 - Contemporary pull
- c. (1) two high file/file mobile pedestal**
- HPL
 - Contemporary pull
- d. (1) 24 x 30 two high storage**
- HPL
 - Contemporary pull

e. (1) 60" x 12" slatwall for work tools

- Paper Flo manager
- Pen/Pencil Cup
- Binder Holder

f. (1) Dual monitor arm

- C-clamp
- Integrated cable management

g. (1) Ergonomic Task Chair

- Live back technology.
- (6) Adjustments for maximized ergonomic efficiency, including height, seat slider, 4 recline angles, tensioning adjustment for weight, adjustable lumbar, and lower back firmness dial.
- Lockable back.
- 4 dimension fully adjustable arms.
- Flexible edge allowing for various sitting styles.
- SCS Indoor Gold Advantage Certified.
- Hard Casters
- 5" Pneumatic seat range

Private Office 25

a. (1) 23 x 64 x 64 height adjustable desk

- 90 degrees with square corner.
- 3 stage leg.
- HPL.
- Active touch controller
- Cable riser.
- 12-year warranty on motor.
- 52" wide modesty panel, HPL

b. (1) 24 x 36 lateral file/file with top

- HPL
- Contemporary pull

c. (1) two high file/file mobile pedestal

- HPL

- Contemporary pull
- d. (1) 24 x 30 two high storage**
- HPL
 - Contemporary pull
- e. (1) 60" x 12" slatwall for work tools**
- Paper Flo manager
 - Pen/Pencil Cup
 - Binder Holder
- f. (1) Dual monitor arm**
- C-clamp
 - Integrated cable management
- g. (1) Ergonomic Task Chair**
- Live back technology.
 - (6) Adjustments for maximized ergonomic efficiency, including height, seat slider, 4 recline angles, tensioning adjustment for weight, adjustable lumbar, and lower back firmness dial.
 - Lockable back.
 - 4 dimension fully adjustable arms.
 - Flexible edge allowing for various sitting styles.
 - SCS Indoor Gold Advantage Certified.
 - Hard Casters
 - 5" Pneumatic seat range

Receptionist

- a. (2) 29 x 46 Height Adjustable Desk**
- Square corner.
 - 3 stage leg.
 - HPL.
 - Active touch controller
 - Cable riser.
 - 12-year warranty on motor.
 - Power plug above surface
- b. (2) 45 x 12 slatwalls for work tools**
- Pen/Pencil Cup

c. (2) 24 x 30 two high lateral file

- File/file.
- HPL
- Contemporary pull

d. (1) 24 x 30 low storage, two high cabinet

- HPL
- Contemporary pull

e. (2) Dual monitor arm

- C-clamp
- Integrated cable management

f. (1) 1.5 high box/file mobile pedestal

- HPL
- Contemporary pull

g. (2) Ergonomic Task Chair

- Live back technology.
- (6) Adjustments for maximized ergonomic efficiency, including height, seat slider, 4 recline angles, tensioning adjustment for weight, adjustable lumbar, and lower back firmness dial.
- Lockable back.
- 4 dimension fully adjustable arms.
- Flexible edge allowing for various sitting styles.
- SCS Indoor Gold Advantage Certified.
- Hard Casters
- 5" Pneumatic seat range