

**REQUEST FOR PROPOSAL  
Bid Number: 24-07-3427LE**

Date: July 25, 2024

Project Title: **Navajo Department of Health Staff Wellness & Meeting - Lodging, Catering, Conference Room, Audio/Visual Equipment**

Project Schedule:

Advertisement of RFP	July 26, 2024 – August 7, 2024
Requests for Information Due Date	August 7, 2024, at 5:00pm MST
Bid Due Date	August 9, 2024, at 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 Kyle Rockbridge, Senior Budget Analyst, at [kyle.rockbridge@navajo-nsn.gov](mailto:kyle.rockbridge@navajo-nsn.gov) or at (928) 871-6760 or at (928) 871-6429.

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

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

Responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

**BID # 24-07-3427LE NDOH  
STAFF WELLNESS & MEETING  
DO NOT OPEN-BID PROPOSAL**

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Department of Health is committed to the health and well-being of the Navajo People. The department has 14 separate programs funded by various agencies. With headquarters in Window Rock, the Navajo Department of Health serves approximately 300,000 members of the Navajo Nation, the largest tribe in the United States. Covering an area of over 27,000 square miles, the Department of Health delivers a variety of health services in the areas of nutrition, aging, substance abuse, outreach, and emergency medical services, working in close partnership with state, federal and local partners.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent vendors to complete all work as described in the attached scope of work.

### 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:

1. A legitimate and credible vendor with a minimum of three (3) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.

### 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.

1. 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.
2. Organization qualifications and hosting experience. Include references.
3. Sub-contractor Information, if applicable
  - a. Subcontractor work should not exceed 40% of entire project
4. Scope of Work
5. Design and/or hotel/conference room(s) layout, etc.
6. Copies of licenses, certifications, insurance certificates, and other relevant documents.
7. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; NM State Tax, AZ State Tax and Navajo Nation Sales Tax.
8. 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 non-responsive and rejected on that basis.

### VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
  - a. Proposal Content and Organization (30%):
    - a. Organization letter and qualifications, implementation plan and schedule, copies of licenses and certifications
  - b. Project Detailed (15%):
    - a. Detailed information on the approach to scope of work providing methodology with description of services.
  - c. Project Schedule (15%)
    - a. Schedule and proposed time frame of services
  - d. Credentials and past performance (5%):
    - a. Licensures of Business
    - b. 1 year past performance with Navajo Nation Government
    - c. Detailed resume and experience
  - e. Cost (3%)
    - a. Itemized and in Separate sealed envelope
    - b. Include all applicable costs and taxes
2. The Navajo Department of Health reserve 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 services or other requirements. The presentation will be scheduled to be presented in Window Rock, AZ (if necessary). It is NDOH's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services 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 Department of Health point of contact Kyle Rockbridge, Senior Budget Analyst, for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Rockbridge's email address is [kyle.rockbridge@navajonnsn.gov](mailto:kyle.rockbridge@navajonnsn.gov).

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services 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 for 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 constructed 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 Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

**SCOPE OF WORK**

**Navajo Department of Health Staff Wellness & Meeting  
Lodging, Catering, Conference Room, Audio/Visual Equipment**

The Navajo Department of Health is looking for proposals from vendors to host staff for the NDOH Staff Wellness and Meeting. NDOH is seeking vendors to provide lodging, catering, conference room rental, audio/visual equipment rental, and special discounted government room rates for this event to be held the week of September 9, 2024, to September 13, 2024.

Specifications for Lodging, Conference Room Requirements and Catering:

- 1) Number of Participants – there will be an estimated five hundred (500) participants
- 2) Lodging Accommodations for 300 individuals
  - a. Number of Double Rooms: 100
    - i. Each double room should have two queen beds. Roll-a-way beds will not be accepted as a substitution.
  - b. Number of Single Rooms: 100
  - c. Check in will be on September 8, 2024, and Check out will be on September 12, 2024
  - d. Indicate if special discount or government rates are available
  - e. All rooms are to be non-smoking rooms and should be offered on site as event
  - f. The lodging rate per night should be the same for both single rooms and double rooms
  - g. Note: some participants have government purchase cards and will be making lodging accommodations on their own and not paid under this contract; therefore, special discounted rate or government rate should be offered
- 3) Catering
  - a. Continental Breakfast on September 9 – 11, 2024 enough for 500 participants
    - i. Day 1 – September 9, 2024, 7:00am to 8:00am
    - ii. Day 2 – September 10, 2024, 8:00am to 9:00am
    - iii. Day 3 – September 11, 2024, 8:00am to 9:00am
  - b. Lunch on September 9 – 11, 2024 enough for 500 participants
    - i. Day 1 – September 9, 2024, 12:00pm to 2:00pm
      1. Menu: Hamburgers and Chicken Sandwiches, sides, dessert, and beverages
    - ii. Day 2 – September 10, 2024, 12:00pm to 1:00pm

1. Menu: Mexican Menu Plated – Fajitas, sides, tortillas, dessert, and beverages
  - iii. Day 3 – September 11, 2024, 12:00pm to 1:00pm
    1. Menu: Italian Menu Plated – Pasta, sides, dessert, and beverages
  - c. Dinner Reception on September 10, 2024, 6:00pm to 9:00pm
    - i. Menu: Steak Dinner, sides, bread, dessert and beverages
  - d. Morning and afternoon refreshments and water, juice, tea, coffee stations on September 9 – 11, 2024
  - e. Vendor shall provide ice water and drinking glasses for participants in all conference rooms throughout each day on September 9 – 11, 2024
- 4) Conference Rooms and Facilities
- a. General Sessions will be held on the following days:
    - i. Day 1 – September 9, 2024, 7:00am to 5:00pm
    - ii. Day 2 – September 10, 2024, 12:00pm to 9:00pm
    - iii. Set up of room will be Ballroom Style
  - b. Four (4) Breakout Rooms which should comfortably accommodate up to 125 individuals estimated. Breakout sessions will be held on the following days:
    - i. Day 2 – September 10, 2024, 8:00am to 12:00pm
    - ii. Day 3 – September 11, 2024, 8:00am to 5:00pm
    - iii. Set up of each breakout session will be Ballroom Style
  - c. One work room to be designated near the conference areas for three (3) days
  - d. Registration will be held each day from 7:00am to 9:00am in the lobby area outside the general session conference room and main breakout room
    - i. Registration set up will be three tables and 5 chairs
  - e. The proposal shall include a top-view floor plan of the facility, identifying rooms recommended for meeting rooms
  - f. Vendor will include additional cost for projectors, projector screens, microphone, speakers, table, chairs, wi-fi access, stage set up
    - i. Projector should be able to connect to laptop computers provided by presenters including adapters
  - g. Vendor will include additional cost for duplicating, printing, modification to room set ups
    - i. Indicate if set up of program printer is allowable/permissible in work room
  - h. Vendor should be available to provide IT tech support, when necessary