

REQUEST FOR PROPOSAL (RFP) TURNKEY VERKADA SECURITY CAMERA SYSTEM

NAVAJO DIVISION OF AGING AND LONG-TERM CARE SUPPORT

BID NUMBER: #24-08-3435GC

I. PURPOSE OF REQUEST

The Navajo Division of Aging and Long-Term Care Support (DALTCS) is requesting proposals for a Turnkey Verkada Security Camera System with cloud-based services. Proposals must be all-inclusive, covering all costs for equipment, installation, and ongoing cloud-based services. The selection will be based on overall price, service offerings, performance, and reliability of the proposers. The DALTCS needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE

The DALTCS intends to follow the process and timetable outlined below, which may be adjusted as necessary, including but not limited to conducting interviews.

- **DALTCS issues RFP:** August 12, 2024
- **Deadline for Submittal of Proposals by 5:00 PM (DST):** August 16, 2024
- **Evaluation of submitted proposals:** August 19, 2024
- **Notice of conditional selection and initiate award process (tentative):** August 19, 2024
- **Award by the Navajo Nation (tentative):** August 20, 2024

III. INSTRUCTIONS FOR PROPOSERS

A. Proposal Submission

All proposals must be addressed to:

Delivery: Grace Coan, Buyer
Purchasing Service Department
Admin Building One
2559 Window Rock Boulevard / 1ST FLOOR
Window Rock, Arizona 86515

Mailing: Grace Coan, Buyer
Purchasing Service Department
Post Office Box 3150
Window Rock, Arizona 86515

B. Proposal Packaging

Proposals must be in a sealed envelope, clearly marked “DALTCS TURNKEY VERKADA SECURITY CAMERA SYSTEM RFP: 24-08-3435GC”. The name and address of the proposing vendor must be shown on the face of the envelope.

Instructions to offerors to visibly mark on the outside of the proposal package, if applicable, the offeror’s priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

C. Inquiries

Any questions or inquiries regarding the scope of work should be directed to:

Anslem Lewis, Program & Project Specialist
Division of Aging and Long-Term Care Support
Navajo Department of Health
928-871-6869
anslemlewisjr@navajo-nsn.gov

D. Proposal Deadline

All proposals must be received by 5:00 PM Mountain Daylight Saving Time (DST) on August 16, 2024. Proposals will not be accepted after this deadline. Two (2) copies of the proposal must be enclosed in the sealed envelope. No facsimile, electronic, or telephone proposals will be accepted.

E. Proposal Format

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

F. Notification

The DALTCS will notify proposers of the outcome of their proposals on or near the date indicated in the above time schedule.

G. Proposal Submittal Requirements

1. Description of the proposer’s experience and capabilities in delivering the requested goods and services to government agencies or entities.
2. List of three (3) client references that can be used as references. Selected organizations may be contacted to determine the quality of work and services provided.
3. Description of the certification and work experience of key staff who would be assigned to provide the requested goods and services.

4. Identification of the location from which the proposer will provide the goods and services.
5. Description of systems and mechanisms for ensuring timely responses to DALTCS staff and good communication during and following the project.
6. Description of systems and mechanisms for status reporting during the project.
7. Description of preferred method of payment and procedure for billing and other account requirements.
8. Vendor must be an authorized Diamond Verkada partner and Gold Cisco partner with certifications around Meraki.
9. Vendor must be a premier APC partner.
10. All work must be performed by full time IT staff of Vendor located in either Arizona or New Mexico.

11. **COSTS:** Provide a proposed fee for the project based on the scope of work as outlined in the proposal. The fee should include the following:
 - o Base fee for the goods and services outlined.
 - o Any additional or variable charges proposed in addition to the base fee.
12. License requirement (Refer to Section VIII).
13. A completed W-9 Form (Exhibit B).
14. A Navajo Nation Certification Regarding Debarment and Suspension (Exhibit C).

IV. SELECTION CRITERIA

The DALTCS will use the following criteria in its evaluation and comparison of proposals submitted. The order in which they appear is not intended to indicate their relative importance.

CRITERIA	WEIGHT GIVEN
<ul style="list-style-type: none"> • Responsiveness of the written proposal to the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by the Proposer that will demonstrate the quality of services. 	40 POINTS
<ul style="list-style-type: none"> • Price. 	50 POINTS
<ul style="list-style-type: none"> • Ability, experience, financial resources, and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, the character, integrity, reputation, judgment, and efficiency of the Proposer. 	10 POINTS
TOTAL CRITERIA WEIGHT	100 POINTS

V. SCOPE OF WORK

The scope of work to be covered is attached herein as Exhibit A.

VI. TERMS AND CONDITIONS

A. The DALTCS reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.

B. The DALTCS reserves the right to request clarification of information submitted and to request additional information from any proposer.

C. The information submitted will be analyzed and may be shared internally, appear in reports, as appropriate and at the DALTCS' discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The DALTCS reserves the right to use any non-proprietary information. No basis for claims against the DALTCS shall arise as a result of a response to this RFP or from the DALTCS' use of such information.

D. The DALTCS reserves the right to award all or a portion of the required goods and services to more than one qualified proposer at the DALTCS' sole discretion.

E. The contract resulting from acceptance of a proposal by the DALTCS shall be in a form supplied or approved by the DALTCS and shall reflect the specifications in this RFP.

F. After preliminary selection and prior to contract award, the DALTCS will meet with the Proposer to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.

G. The DALTCS shall not be responsible for any costs incurred by the Proposer in preparing, submitting, or presenting its response to this RFP.

H. The DALTCS reserves the right to perform unannounced site visits and interview staff and management prior to selection to determine, among other things, if needed:

1. Customer service responsiveness;
2. Shop organization and operation efficiency; and
3. Response time.

I. The Navajo Nation shall receive, at the time of delivery, all pertinent documents necessary for operation, including user manuals and warranties.

J. Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded the Navajo Nation including, but not limited to, sovereign immunity or official immunity, and it is expressly agreed that the Navajo Nation retains such privileges.

K. The Navajo Nation is a sovereign government, and all contracts entered into as a result of the RFP shall comply with Navajo Nation law, rules, and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations.

VII. COMPENSATION

- A. Present detailed information for the identified goods and services, inclusive of Navajo Nation sales tax (6%) [24 NNC § 201 et seq.]. The Navajo Nation will not pay any other tax associated with this service purchase.
- B. Provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- C. In the event you have specific questions regarding the applicability of this tax, please contact the Office of the Navajo Tax Commission, Compliance Department at 928-871-6681.
- D. Payment by the DALTCS for the identified goods and services will only be made after the identified goods and services have been delivered and accepted by authorized DALTCS representatives. This includes all pertinent documents, including invoice and acceptance of the system according to specifications.
- E. The vendor's W-9 address must be reflected on the vendor's address.
- F. The successful proposer must align their invoice to the exact verbiage contained on the purchase order reflecting goods purchased.
- G. The DALTCS requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the DALTCS to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the DALTCS as described in Exhibit A.

VIII. PROPOSAL PRICE

- A. The Navajo Nation requires the proposal to include a sealed bid price. Failure to do so will result in a “non-responsive” classification and rejection. A description of what shall be required in the sealed bid price is in Section 4 of the scope of service.
- B. Please refer to the Office of the Navajo Tax Commission at 928-871-6683 or their website at <http://www.tax.navajo-nsn.gov/> for additional information or guidance on what requires the Navajo Nation sales tax.
- C. Payment by the DALTCS for the services will only be made after the services have been performed and accepted by authorized DALTCS representatives. Itemized billing shall be submitted upon established submission tables.
- D. The payment procedures established by the Division of Finance/OOC shall be adhered to and are to begin whenever goods are delivered and accepted.

IX. LICENSE REQUIREMENT

A. Proposer must be licensed in the Navajo Nation if performing the goods and services on the Nation, or they must be licensed in the state where the goods and service will be provided.

B. The Navajo Nation may require the proposer with which a contract is established, prior to the commencement of work, to provide evidence of appropriate professional liability insurance and worker's compensation coverage. Describe how you would provide and in what coverage amounts.

EXHIBIT A

SCOPE OF WORK

Project Description: The Navajo Division of Aging and Long-Term Care Support (DALTCS) seeks to enhance its security infrastructure by installing a comprehensive Verkada Security Camera System. The project encompasses the provision, installation, configuration, and maintenance of a state-of-the-art security system, ensuring seamless integration with existing facilities and operational requirements. The successful bidder will deliver a complete, ready-to-use solution.

Objectives:

1. **Enhance Security:** Provide continuous surveillance to protect DALTCS properties, staff, and visitors at the following DALTCS Senior Centers. (Google Codes for each Senior Center listed on Exhibit D)

Birdsprings Senior Center, Birdsprings, Arizona

Dennehotso Senior Center, Dennehotso, Arizona

Kaibeto Senior Center, Kaibeto, Arizona

LeChee Senior Center, LeChee Arizona

Leupp Senior Center, Leupp Arizona

Tolani Lake, Senior Center, Tolani Lake, Arizona

Tonalea Senior Center, Tonalea, Arizona

Navajo Mountain Senior Center, Navajo Mountain, Utah

Aneth Senior Center, Aneth, Utah

Red Mesa Senior Center, Red Mesa, Utah

2. **Cloud Integration:** Ensure all security cameras are integrated with Verkada's cloud-based platform for remote monitoring and management.
3. **Compliance:** Adhere to all relevant local, state, and federal regulations, including Navajo Nation laws.

Deliverables:

1. **Equipment Supply:**

Verkada

<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>
CD42-256-HW	Verkada CD42 Indoor Dome Camera	29
CD52-256E-HW	Verkada CD52-E Outdoor Dome Camera	25
CF81-30E-HW	Verkada CF81-E Outdoor Fisheye Camera	49
ACC-MNT-10	Verkada Corner Mount	42
ACC-MNT-8	Verkada Pendant Cap Mount	42
ACC-MNT-2	Verkada Arm Mount	42
ACC-MNT-3	Verkada L-Bracket Mount	27
ACC-MNT-7	Verkada Angle Mount	11
LIC-5Y	Verkada 5-Year Camera License	103

Cisco Meraki

<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>
MX67-HW	Meraki MX67 Router/Security Appliance	10
N201-S07-BL	7ft Cat6 Slim, Snagless Unshielded (UTP) Patch Cable, Blue	10
N201-S10-BL	10ft Cat6 Slim, Snagless Unshielded (UTP) Patch Cable, Blue	10
LIC-MX67-ENT-5YR	Meraki MX67 Enterprise License and Support, 5YR	10
MS120-24P-HW	Meraki MS120-24P 1G L2 Cld -Mngd 24x GigE 370W PoE Switch	10
LIC-MS120-24P-5YR	Meraki MS120-24P Enterprise License and Support, 5 Year	10

APC

<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>
SMT750RM2UC	APC Smart-UPS, Line Interactive, 750VA, Rackmount 2U, 120V, 6x NEMA 5-15R outlets, SmartConnect Port+SmartSlot, AVR, LCD	10
AR100HD	APC NetShelter 13U Wallmount Rack Cabinet Vented Door Double Hinged Server Depth	10

- All proposed solutions must be new equipment, certified by the manufacturer.
- All equipment must include 5 years of licenses and support.

Installation Services:

- On-site assessment to determine optimal camera placement
- Installation and configurations of equipment listed in the RFP
- Configuration of network settings and integration with existing IT infrastructure
- Setup and activation of cloud services

- System testing to ensure functionality and coverage
- Dedicated project manager to oversee the project
- 2. **Training and Support:**
 - Training sessions for DALTCS staff on system operation and management
 - Comprehensive user manuals and documentation
 - Ongoing technical support and maintenance services
- 3. **Warranty and Maintenance:**
 - Minimum 5 year warranty on all hardware components
 - Regular maintenance visits and system health checks
 - 24/7 technical support hotline for urgent issues

Responsibilities of the Vendor:

1. **Pre-Installation:**
 - Conduct a detailed on-site survey to finalize camera locations
 - Prepare a detailed installation plan including timelines and resource allocation
 - Coordinate with DALTCS IT and facility management teams
2. **Installation:**
 - Install all security cameras and associated hardware
 - Ensure all installations are secure and aesthetically integrated
 - Configure the system for optimal performance and coverage
3. **Post-Installation:**
 - Conduct thorough testing of the installed system
 - Provide hands-on training to DALTCS personnel
 - Deliver all documentation, including system schematics, configuration details, and user guides
4. **Ongoing Support and Maintenance:**
 - Provide regular maintenance services as per the agreed schedule
 - Offer prompt technical support for any issues arising post-installation
 - Ensure system updates and upgrades are applied to maintain security and functionality

Evaluation Criteria:

- **Technical Expertise:** Demonstrated ability to install and configure Verkada Security Systems
- **Experience:** Past performance and experience with similar projects, especially within government or large-scale organizations
- **Cost:** Total cost of the project, including equipment, installation, and ongoing services
- **Compliance:** Adherence to Navajo Nation laws and other applicable regulations
- **Support and Training:** Quality and comprehensiveness of support and training services offered

Additional Requirements:

- **Insurance:** Proof of professional liability insurance and worker's compensation coverage to meet Navajo Nation Risk Management minimum requirements

- **Certifications:** Vendor must be an authorized and fully certified reseller and installer of Verkada products

EXHIBIT

“B” 2024 IRS W-9 Form

“C” NAVAJO NATION Regarding
Debarment, Suspension, and Contracting
Eligibility Form

“D” Senior Center Google Codes

**Request for Taxpayer
 Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)			
2	Business name/disregarded entity name, if different from above.			
3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____		4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>			
5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)		
6	City, state, and ZIP code			
7	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.

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

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.

Sign Here	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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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

Senior Center	Location	Google Code
Birdsprings	Birdsprings, Arizona	864P+G2 Leupp, Arizona
Dennehotso	Dennehotso, Arizona	R4RX+44 Dennehotso, Arizona
Kaibeto	Kaibeto, Arizona	JW3G+84 Kaibeto, Arizona
LeChee	LeChee, Arizona	VH53+2R Page, Arizona
Leupp	Leupp, Arizona	7Xvv+MX Leupp, Arizona
Tolani Lake	Tolani Lake, Arizona	C5H8+8H Tolani Lake, Arizona
Tonalea	Tonalea, Arizona	82GX+37 Tonalea, Arizona
Navajo Mountain	Navajo Mountain, Utah	2683+P7 Navajo Mountain, Utah
Aneth	Aneth, Utah	6R78+VW Montezuma Creek, Utah
Red Mesa	Red Mesa, Utah	3J8P+36 Montezuma Creek, Utah