

**REQUEST FOR PROPOSAL  
Bid Number: 24-09-3470LE**

Date: September 20, 2024

Project Title: **Navajo Division of Behavioral and Mental Health Services Annual Meeting – Lodging, Catering, Conference Rooms, Audio/Visual Equipment**

Project Schedule:

Advertisement of RFP	September 23, 2024, to October 04, 2024
Requests for Information Due Date	October 09, 2024, at 5:00pm MST
Bid Due Date	October 11, 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 Tanya Sheperd, Senior Programs and Projects Specialist at [tsheperd@navajo-nsn.gov](mailto:tsheperd@navajo-nsn.gov) or at (928) 871-7578.

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 Etsitty, 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 # 24-09-3470LE NDBMHS  
ANNUAL MEETING  
DO NOT OPEN-BID PROPOSAL**

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) coordinates and develops quality, culturally responsive behavioral treatment services across the Navajo Nation. The program specializes in comprehensive alcohol and substance use prevention, education, treatment, and after-care services. DBMHS has outpatient and residential treatment centers in Arizona and in New Mexico.

### 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 Division of Behavioral and Mental Health 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 services or other requirements. The presentation will be scheduled to be presented in Window Rock, AZ (if necessary). It is NDBMHS' 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 Division of Behavioral and Mental Health Services point of contact Tanya Sheperd, Senior Programs & Projects Specialist, for inquiries related to the meeting and other matters. Questions and responses will be shared with all respondents. Ms. Sheperd's email address is [tlsheperd@navajo-nsn.gov](mailto:tlsheperd@navajo-nsn.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 Division of Behavioral & Mental Health Services Annual Meeting  
Lodging, Catering, Conference Rooms, Audio/Visual Equipment**

The Navajo Division of Behavioral and Mental Health Services is looking for proposals from vendors to host staff for the NDBMHS Staff Annual Meeting. NDBMHS 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 December 01, 2024, to December 05, 2024.

Specifications for Lodging, Conference Room Requirements and Catering:

- 1) Number of Staff – there will be an estimated 180 staff
- 2) Lodging Accommodations for 50 individuals
  - a. Number of Double Rooms: 15
    - 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: 20
  - c. Check in will be on December 01, 2024, and Check out will be on December 05, 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 December 02 – 04, 2024 enough for 180 staff members
    - i. Day 1 – December 02, 2024, 7:00am to 8:00am
      1. Menu: Omelet Station - cheese, meats, spinach, onions, mushrooms, peppers, tomatoes, Assorted Juices, Assorted Fresh Fruit, Assorted Pastries
    - ii. Day 2 – December 03, 2024, 7:00am to 8:00am
      1. Menu: Breakfast Buffet Including: Sausage & Gravy with Biscuits, Eggs, Meats, French Toast, Assorted Fresh Fruit, Bagels, Assorted Pastries, Assorted Juice

- iii. Day 3 – December 04, 2024, 7:00am to 8:00am
      - 1. Menu: Breakfast Sandwiches/Burrito Bar - scrambled eggs, cheese, onions, jalapenos, peppers, meats, Pico de Gallo/salsa, Assorted Fresh Fruit parfait, Assorted Juice
  - b. Lunch on December 02 – 04, 2024 enough for 180 staff members
    - i. Day 1 – December 02, 2024, 12:00pm to 1:00pm
      - 1. Menu: BBQ Picnic (Buffet Style) - Hamburgers, Chicken Sandwiches, Hotdogs, Brats, sides, desserts, and beverages
    - ii. Day 2 – December 03, 2024, 12:00pm to 1:00pm
      - 1. Menu: Mexican Menu Plated – Fajitas, sides, tortillas, dessert, and beverages
    - iii. Day 3 – December 04, 2024, 12:00pm to 1:00pm
      - 1. Menu: Traditional Hawaiian Luau Feast (Buffet Style)
  - c. Dinner Reception on December 03, 2024, 5:30pm to 7:30pm
    - i. Menu: Steak, Lobster, and Seafood Feast; Seafood Boil includes sides, dessert, and beverages (Buffet Style)
  - d. Morning and afternoon refreshments and water, juice, tea, coffee stations on December 02 – 04, 2024, Morning Refreshments 10:00am to 10:30am and Afternoon Refreshments 3:00pm to 3:30pm
    - i. Day 1 – December 02, 2024
      - 1. Morning - Create your own Parfait Bar (yogurt/Greek yogurt, fruits, granola, and nuts), Water, Coffee, Assorted Drinks
      - 2. Afternoon - Nachos, Pretzels, Cheese, Jalapenos, Assorted Drinks
    - ii. Day 2 – December 03, 2024
      - 1. Morning - Vegetables with hummus dip and low-fat ranch, Water, Coffee, Assorted Drinks
      - 2. Afternoon - Chips with assorted dips and salsa, Assorted Drinks
    - iii. Day 3 – December 04, 2024
      - 1. Morning - Fruits & Cheese, Granola & Snack Bars, Water, Assorted Drinks, Coffee, Tea
      - 2. Afternoon - Peanuts, Popcorn, Candies, Assorted Chips, Water, Tea, Lemonade
    - iv. Vendor shall provide ice water and drinking glasses for participants in all conference rooms throughout each day on December 02 – 04, 2024
- 4) Conference Rooms and Facilities
  - a. General Sessions will be held on the following days:
    - i. Day 1 – December 02, 2024, 8:00am to 5:00pm
    - ii. Day 2 – December 03, 2024, 8:00am to 5:00pm
    - iii. Day 3 – December 04, 2024, 8:00am to 5:00pm
    - iv. Set up of room will be Ballroom Style
  - b. Staff Appreciation Dinner will be held on December 3, 2024, from 5:30pm to 7:30pm
    - i. Set up of room will be ballroom style with stage including A/V equipment
  - c. One work room to be designated near the conference areas for four (4) days starting December 01, 2024
  - d. Registration will be held each day from 7:00am to 8:00am in the lobby area outside the general session conference 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

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://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.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b> 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.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual 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 <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"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> 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.	Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) _____	_____
	<b>3b</b> 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"/>	
<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

**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