

**REQUEST FOR PROPOSAL
Bid Number: 25-04-3637SB**

Date: April 8, 2025

**Project Title: Navajo Division of Behavioral and Mental Health Services Mid-Year Training Event –
Lodging, Catering, Conference Rooms, Audio/Visual Equipment**

Project Schedule:

Advertisement of RFP	April 14, 2025, to April 25, 2025
Requests for Information Due Date	April 29, 2025, at 5:00pm MDT
Bid Due Date	May 1, 2025, at 5:00pm MDT

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 Rapheal Begay, Senior Public Information Officer at rl.begay@navajo-nsn.gov or at (928) 871-6240.

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

The Navajo Nation
Division of Finance – Purchasing
Attention: **Sharon Belone**, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona 86515

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 # 25-04-3637SB DBMHS
MID-YEAR TRAINING EVENT
DO NOT OPEN-BID PROPOSAL**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Division of Behavioral and Mental Health Services (DBMHS) coordinates and provides 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 vendor 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

Refer to the attached Scope of Work for full specifications, including lodging, catering, conference room requirements, and A/V equipment needs. (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 proposed services. (Do not include cost information in this letter.)
2. Organization qualifications and hosting experience, including references.
3. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed 40% of the total project
4. Scope of Work.
5. Design/layout of hotel and conference facilities.
6. Copies of licenses, certifications, insurance certificates, and other relevant documents.
7. Cost Proposals (in a separate sealed envelope)
 - a. Detailed breakdown of costs: room rental, lodging, meals, and other applicable costs.
 - b. Itemization of AZ State Tax, NM State Tax, CO State Tax and/or Navajo Nation Sales Tax.
8. Compliance Statement: Proposal that do not adhere to this format or fail to address each specification may be deemed non-responsive and rejected.

- 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 Details (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. Business Licenses
 - b. 1 year past performance with Navajo Nation Government
 - c. Detailed site portfolio/brochures
 - e. Cost (3%)
 - a. Itemized and in Separate sealed envelope
 - b. Include all applicable costs and taxes
 2. Interview Process: If necessary due to tied scores or clarification needs, DBMHS reserves the right to conduct vendor interviews, which may include presentations in Window Rock, AZ.
- VIII. TYPE OF CONTRACT
A standard Professional Services Contract will be used for this project.
- IX. PERIOD OF PERFORMANCE
The period of performance will be determined and negotiated based on the proposed schedule and the contract implementation date.
- X. TECHNICAL DIRECTION
For inquiries related to the event, contact
- Rapheal Begay, Senior Public Information Officer
 - Email: rl.begay@navajo-nsn.gov
- Questions and responses will be shared with all respondents.
- XI. PAYMENT AND SUBMISSION OF INVOICES
Payment terms will be outlined in the Professional Services Contract.
- 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
1. The Navajo Nation is not obligated to enter a contract under this RFP and may issue a subsequent RFP for the same services.
 2. The Navajo Nation is a sovereign government. Contracts shall comply with Navajo Nation laws, rules, and regulations, including the Navajo Preference in Employment Act.
 3. The procurement process and resulting contracts shall be governed by Navajo Nation and applicable federal laws.

4. This RFP does not waive the Navajo Nation's sovereign immunity.
 5. Vendors must comply with the Navajo Nation Business Opportunity Act.
- XIV. **ADDITIONAL REQUIREMENTS AND CLARIFICATIONS**
1. Attendance Adjustments: Vendors should provide contingency plans for attendance fluctuations.
 2. Technology & IT Support: Proposals should detail Wi-Fi availability, cybersecurity measures, and IT support availability.
 3. Accessibility Compliance: Indicate if lodging and conference rooms meet ADA compliance.
 4. Cancellation & Liability: Vendors should specify policies for cancellations, force majeure, and liability coverage.

SCOPE OF WORK

Navajo Division of Behavioral & Mental Health Services Mid-Year Training Event 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 DBMHS Staff Mid-Year Training Event. DBMHS 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 June 2, 2025, to June 6, 2025.

Specifications for Lodging, Conference Room Requirements and Catering:

- 1) Number of Staff – there will be an estimated 160 staff
- 2) Lodging Accommodations for 20 individuals
 - a. Number of Double Rooms: 10
 - 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: 10
 - c. Check in will be on June 03, 2025, and Check out will be on June 06, 2025
 - d. Non-smoking room available.
 - e. The lodging rate per night should be the same for both single rooms and double rooms
 - f. Government rates available for all participants.
- 3) Catering
 - a. Continental Breakfast on June 04 – 05, 2025 enough for 160 staff members
 - i. Day 1 – June 04, 2025, 7:00am to 8:00am
 - Menu: Breakfast Sandwiches/Burrito Bar - scrambled eggs, cheese, onions, jalapenos, peppers, meats, Pico de Gallo/salsa, Assorted Fresh Fruit parfait, Assorted Juice, Coffee, & Water
 - ii. Day 2 – June 05, 2025, 7:00am to 8:00am
 - Menu: Breakfast Buffet Including: Sausage & Gravy with Biscuits, Eggs, Meats, French Toast, Assorted Fresh Fruit, Bagels, Assorted Pastries, Assorted Juice, Coffee & Water
 - b. Lunch on June 04 – 05, 2025 enough for 160 staff members
 - i. Day 1 – June 04, 2025, 12:00pm to 1:00pm
 - Menu: Italian Menu Plated – chicken alfredo, penne pasta, shrimp fettuccini, Caesar salad, steamed vegetables, breadsticks, dessert, and beverages
 - ii. Day 2 – June 05, 2025, 12:00pm to 1:00pm

- Menu: Mexican Menu Plated – Fajitas, sides, tortillas, dessert, and beverages
- c. Dinner Reception on June 04, 2025, 5:30pm to 7:30pm
 - Menu: Surf & Turf: Steak, Lobster, Crab Legs, and Shrimp; includes sides, dessert, and beverages (Buffet Style)
 - d. Morning and afternoon refreshments: water, juice, tea, coffee stations on June 04 – 05, 2025, Morning Refreshments 10:00am to 10:30am and Afternoon Refreshments 3:00pm to 3:30pm
 - i. Day 1 – June 04, 2025
 1. Morning - Create your own Apple Bar (caramel, granola, assorted nuts, cinnamon, and brown sugar), Water, Coffee, Assorted Drinks
 2. Afternoon - Chips with assorted dips and salsa, Pretzel Bites, Assorted Drinks
 - ii. Day 2 – June 05, 2025
 1. Morning - Fruits & Cheese, Granola & Snack Bars, Water, Coffee, Assorted Drinks
 2. Afternoon - Peanuts, Popcorn, Candies, Assorted Chips, Water, Tea, Lemonade
 - iii. Vendor shall provide ice water and drinking glasses for participants in all conference rooms throughout each day on June 03 – 05, 2025
- 4) Conference Rooms and Facilities
- a. Morning General Sessions and Afternoon Breakouts will be held on the following days:
 - i. Day 1 – June 04, 2025, 8:00am to 4:30pm
 - ii. Day 2 – June 05, 2025, 8:00am to 5:00pm
 - iii. General Session room setup will be Ballroom style and Breakouts will be Classroom style
 - b. Employee Dinner will be held on June 04, 2025, 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 June 03, 2025, and ending June 06, 2025
 - d. Registration will be held each day on 7:00am to 8:00am in the lobby area outside the general session conference room
 - i. Registration set up will be three tables and 6 chairs
 - e. The proposal shall include a top-view floor plan of the facility, identifying rooms recommended for general session, breakout, and work room.
 - f. Vendor will include additional cost for projectors, projector screens (3 minimum to accommodate general session), curtain backdrop, podium, microphone, speakers, table, centerpieces (if applicable), chairs, wi-fi access, stage set up
 - i. Projector should be able to connect to laptop computers provided by presenters including adapters (Apple & Windows)
 - 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
 - i. Vendor shall review attached draft agenda to determine if facility is able to accommodate agenda items.