

REQUEST FOR PROPOSAL
Bid Number 25-06-3714LE

Date: June 3, 2025

Project Title: Navajo Nation Department of Public Safety- **Mass Notification System for State and Local Government Project**

Project Schedule:

Description	Timeline
Advertisement of RFP	06/04/2025-06/17/2025
Requests for Information Due Date	06/20/2025 5:00 pm MST
Bid Due Date	06/25/2025 5:00 pm 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 Chelsea Yazzie, Administrative Assistant, NPD| NDPS, at chelsea.yazzie@navajo-nsn.gov.

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: Lorita Etsitty, Buyer I
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

All 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 25-06-3713LE
Navajo Police Department, NDPS
Mass Notification System for State and Local Government Project
DO NOT OPEN BID-PROPOSAL

General Information and Guidelines for this RFP

I. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter a professional service contract with one (1) responsible, qualified, and independent vendor to complete the service requested in the attached scope of work.

Navajo Department of Public Safety is requesting proposals to implement a mass notification system (MNS) with features and technical requirements needed for a reliable and effective system that can quickly and efficiently communicate with a large group of people during an emergency or other crucial event.

II. RESPONDENT REQUIREMENTS

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

1. A legitimate and credible vendor with experience and history in providing the services described.
2. Vendor must be able to operate independently in providing the services described for the program.
3. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
4. Federal requirements, if applicable

III. SCOPE OF WORK

The Navajo Nation Department of Public Safety (NDPS) is issuing this Request for Proposal (RFP) to integrate a Navajo Nation Alert Mass Notification System (MNS) with a vendor-hosted solution. NDPS is soliciting bids from qualified and responsible vendors to implement a vendor-hosted web-based MNS that will notify individuals or groups using lists and locations during an emergency or other crucial event.

IV. REQUIREMENTS

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

V. 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 refer to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Schedule and proposed time frame
5. Copies of licenses, certifications, insurance certificates, and other relevant documents
6. Costs to be submitted in a **separate sealed envelope**. (Detailed breakdown of all associated and applicable costs)

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.

VI. EVALUATION PROCESS (PRE-QUALIFYING PROCESS)

VII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

VIII. 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.

IX. TECHNICAL DIRECTION

The Navajo Nation DPS point of contact, Chelsea Yazzie, Administrative Assistant, is for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Ms. Yazzie's email is chelsea.yazzie@navajo-nsn.gov.

X. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XI. 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.

XII. 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 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 Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIII. OWNERSHIP OF PROPOSALS

All documents submitted in response to this RFP shall become the property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by the Division of Public Safety.

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.**

Print or type. See Specific Instructions on page 3.	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">2 Business name/disregarded entity name, if different from above</div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 65%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div style="width: 45%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </div> <div style="width: 45%;"> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div> <div style="width: 30%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</div> <div style="margin-bottom: 5px;">Exempt payee code (if any) _____</div> <div style="margin-bottom: 5px;">Exemption from FATCA reporting code (if any) _____</div> <div style="font-size: 0.7em;">(Applies to accounts maintained outside the U.S.)</div> </div> </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 60%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">5 Address (number, street, and apt. or suite no.) See instructions.</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">6 City, state, and ZIP code</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">7 List account number(s) here (optional)</div> </div> <div style="width: 35%; padding-left: 10px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Requester's name and address (optional)</div> </div> </div> </div>
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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.

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

Social security number	or Employer identification number
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**NAVAJO NATION CERTIFICATION
Regarding Debarment and
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name	
Signature	Date