

NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT

REQUEST FOR PROPOSAL (RFP)

BID NO. 24-03-3281LE

Conference Facilities, Catering Services, and Lodging

Due: April 02, 2024, 5:00 MDT

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals for Conference facilities with audio/visual equipment, catering services, and lodging for the 2024 NDWD Employee Conference. NDWD intends to enter into a Professional Service Contract with a responsible and qualified firm to accommodate this conference from April 20-26, 2024.

All submitted proposals must be submitted in a sealed envelope and clearly marked:

Hand Delivered to:

Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
Tribal Hill Drive Building #FA-2754
Window Rock, Arizona 86515
Do Not Open: BID NO. 24-03-3281LE
Indicate Priority 1 or Priority 2 *if applicable, under the Navajo Nation Business Opportunity Act*

Or

Certified Mailed to:

Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
P.O. Box 1889
Window Rock, Arizona 86515
Do Not Open: BID NO. 24-03-3281LE
Indicate Priority 1 or Priority 2 *if applicable, under the Navajo Nation Business Opportunity Act*

One (1) Original and two (3) copies of the Proposals must be in a sealed envelope, clearly marked: Do Not Open: BID NO. 24-03-3281LE and Indicate Priority 1 or Priority 2 Vendor *if applicable, under the Navajo Nation Business Opportunity Act.* Bid opening will be held in accordance to Navajo Nation Procurement Procedures. No emailed or faxed responses shall be considered. The NDWD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses after the above due date and time will not be accepted or considered.

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I. RFP DUE DATE

The deadline for the Request for Quote is **April 02, 2024, at 5:00 p.m. MDT**. Any quotes received after this deadline will not be considered. In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.

II. SCOPE OF SERVICES

The Navajo Department of Workforce Development (NDWD) invites qualified firms to submit proposals for accommodation of Conference facilities with audio/visual equipment, catering services, and lodging. NDWD intends to enter into a Professional Service Contract with a responsible and qualified firm to accommodate these services for the 2024 Employee Conference from April 20, 2024, to April 26, 2024.

A. Lodging Accommodations for 80 individuals.

- i. A total of 80 rooms will need to be blocked – one person per room.
- ii. 26 Rooms (Pay on own): Check-in: Monday, April 22, 2024
Check-out: Thursday, April 25, 2024
- iii. 49 Rooms (pre-paid contract): Check-in: Monday, April 22, 2024
Check-out: Thursday, April 25, 2024
- iv. 5 Rooms (Pay on own): Check-in: Saturday, April 20, 2024
Check-out: Friday, April 26, 2024
- v. Federal per diem rate per room.
- vi. Include all applicable sales/lodging sales taxes.
- vii. Identify number of complimentary rooms/suites if applicable.

B. Meals for 80 individuals.

- i. Federal per diem rate for lunch inclusive of tax and fees per person.
- ii. April 23 and 24, 2024.
- iii. Vendor shall provide a proposed menu for both lunches.

C. Refreshments for 80 individuals.

- iv. Cost of morning refreshments per person for Three Days
April 23-25, 2024
- v. Cost of mid-morning refreshments per person for Two Days:
April 23-24, 2024
- vi. Cost of afternoon refreshments per person for Two Days:
April 23-24, 2024
- vii. Cost of evening refreshments per person for Two Days: April 22-23, 2024
- viii. Vendor shall provide iced water and drinking glasses for all meeting rooms.
- ix. Include all gratuities and applicable taxes.
- x. Vendor shall provide a proposed menu for refreshments.

D. Conference Facilities:

- i. General Assemblies that seat 80 with stage for 3 days: April 23-25, 2024
- ii. 4 breakout rooms that seat 25 classroom style for 2 days: April 23-24, 2024
- iii. Office space and Storage for 7 days: April 20-26, 2024

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- iv. Microphone, Podium, screen, and projector for general assembly and each break-out room.
- v. Wireless microphone, Podium, large screen, and projector for general assemblies and evening events.
- vi. Wi-Fi access in all conference rooms.
- vii. Include all applicable taxes.

I. SCHEDULE OF ACTIVITIES

Re-issue RFP to prospective bidders	March 21, 2024
RFP Submission deadline	April 02, 2024, 5p.m. MDT
RFP Opening	TBD
Selection of winning bid	TBD

III. QUESTIONS AND INQUIRIES

Questions or requests regarding this RFP should be submitted in writing (emailed questions are acceptable) to the following:

Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
P.O. Box 1889, Window Rock, Arizona 86515
Email: vbegay@ndwd.org

IV. INSURANCE REQUIREMENTS

The Navajo Nation will require the selected vendor, at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, professional liability, automobile liability, worker's compensation, errors, and omissions liability, etc. as outlined by the Navajo Nation Risk Management Department prior to any final award of a contract.

V. RESPONDENT REQUIREMENTS:

The following shall include in all responses and received by the date and time noted above in order to be considered:

- A. Respondent must indicate if they are a priority vendor with the Navajo Nation.
- B. Letter of Transmittal must include:
 - i. Provide background on company.
 - ii. Identify the names, and telephone numbers of person to be contacted for clarification.
 - iii. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization.
- C. Provide Statements of Qualifications.
 - i. Number of years of experience working with the Navajo Nation government entities or other government entities.
 - ii. Provide three (3) references.
 - iii. Provide in detail how they would accomplish the objectives described in the scope of work.

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D. Cost and Budget Breakdown:

This section must include a detailed cost proposal with a total for each of the following areas:

- i. Cost breakdown of Lodging per day.
- ii. Cost breakdown of Meals per day.
- iii. Cost of refreshments per day.
- iv. Cost breakdown of Conference Facilities per day.
- v. All appropriate taxes should be included.
- vi. Grand Overall proposal total.

E. Required Documents:

- i. Respondent(s) must indicate if they are a priority one or two vendor with the Navajo Nation. Navajo Preference vendors must provide Certificate of Eligibility issued by the Navajo Business Regulatory Department.
- ii. Navajo Nation Certification Regarding Debarment and Suspension Form
- iii. Federal IRS W-9 Form
- iv. Certificate of Insurance

VI. EVALUATION PROCEDURES AND CRITERIA

- A. Quote evaluations will be held in accordance with Navajo Nation Procurement Procedures. The NDWD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses after the above due date and time will not be accepted or considered.
- B. The sole objective of the evaluation will be to select the respondent who is most responsive to the needs of NDWD. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP, the NDWD will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NDWD Department Manager may elect to evaluate RFP solely.

VII. ADDITIONAL INFORMATION

- A. Availability of Funds
Any subsequent contract award associated with the RFP is contingent upon the availability of funds to the Navajo Department of Workforce Development. If funds are not available, any agreement resulting from this RFP shall become void and of no force or effect. NDWD reserves the right to negotiate the overall contract price based on availability of funds.
- B. Agreement
The NDWD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The NDWD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

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C. Cancellation of Agreement

The NDWD reserves the right to cancel any contract/agreement, any time, with thirty days prior written notice to consultant, should any of the following conditions exist:

- i. Funds are not appropriated by the NDWD for continuance of this agreement
- ii. The NDWD, through changes in its requirement, method of operation, or program operation no longer has a need for the service.