



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

Request for Proposals
Navajo Nation Department of Corrections
Computer hardware, software, printer, scanner, network upgrades
RFP# 24-02-3260KS

Project Title:

The Navajo Nation Department of Corrections is requesting for proposals from firms interested in providing computer hardware, software, printer, scanner and network equipment/supplies and installation services.

Proposal Due Date:

March 27, 2024 3:00pm DST **LATE PROPOSALS WILL NOT BE ACCEPTED**

Proposal:

All interested and qualified parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of the RFP as a respondent may contact Sharon Yellowhair, Principal Accountant at the Department of Corrections Administration office by email: sharonyellowhair@navajo-nsn.gov

All parties responding to this bid number are instructed to submit or send three (3) proposals to the following address:

The Navajo Nation Department of Corrections
PO Box 1949
Window Rock, AZ 86515
Attention: Sharon Yellowhair

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# 24-02-3260KS
Computer hardware, software, printer, scanner, network upgrades

****DO NOT OPEN**-BID PROPOSAL**

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Department of Corrections oversees the detainment of individuals throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation Department of Corrections intends to enter into a professional services contract with (1) one responsible, qualified and independent contractor to complete all work and provide all equipment 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 providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable safety codes.
4. A detailed scope of work including a project timeline and include lead times (if applicable) for equipment.

IV. SCOPE OF WORK

The Navajo Nation Department of Corrections is seeking a contractor that can provide the service and equipment to meet a stringent schedule for our needs.

1. Contractor will be responsible for the installation of software onto desktop and laptop computers and configuration of each computer to the respective network, printer and scanner.
2. Contractor will be responsible for the onsite installation of hardware (desktop, printer, scanner).
3. The contractor will furnish all labor and materials necessary to complete each task
4. The contractor will be responsible for all related clean up, removal, and debris disposal associated with this work.
5. The contractor will isolate work areas to minimize impact to non-work-related spaces and maintain cleanliness of the property at all times.
6. All work, including start-up of equipment, is to be performed during regular working hours
7. The costs of repair(s) and/or replacement(s) of any damage(s) done by the vendor’s work force are the responsibility of the vendor.
8. At the completion of the project, furnishing and equipment that were removed during the work will be return to its proper position.
9. Provide warranty service on all applicable products and services
10. Equipment/supply listing needed:

1. 16 ea	HP P32u G5 QHD USB-C Monitor LCD Display – Flat - 31.5Inch 2560 x 1440 - 31.5Inch – 350 nits 5Ms – 75 Hz - 0.27Mm - 1000:1 - 0.27Mm – 350 nits - 16:9 - 99% SRGB - Anti-glare – Black - 100mm x 100m
2. 9 ea	Eaton 9PX UPS – UPS - Rack/Tower - 1350Watt - (8) 5-15R 9PX1500RT
3. 25 ea	Ubiquiti Networks WiFi 6 Pro Dual-Band Access Point U6-PRO-US
4. 8 ea	Ubiquiti UniFi Pro 48-Port Switch 48 Ports – Manageable – 3 Layer Supported – Modular – 60 W Power Consumption – Optical Fiber,

	twisted Pair - 1U High - Rack-mountable – 2 Year Limited Warranty USW-Pro-48
5. 50 ea	DisplayPort to HDMI, Benfei Gold-Plated DP Display Port to HDMI Adapter (Male to Female)
6. 30 ea	TP-Link Bluetooth 5.0 Nano USB Adapter UB500
7. 35 ea	TP-Link AC1300 Mini Wireless MU-MIMO USB Adapter ARCHER T3U
8. 40 ea	3FT CAT6 Snagless Patch Cable, UTP, Blue PVC jacket, 23AWG, 50 Micron, gold plated RJ-45 M to RJ-45 M 550MHz/1Gbps A3L980B03-BLU-S
9. 30 ea	6FT CAT6 Snagless Patch Cable, UTP, Blue PVC jacket, 23AWG, 50 Micron, gold plated RJ-45 M to RJ-45 M 550MHz/1Gbps A3L980-06-BLU-S
10. 20 ea	AddOn 24ft RJ-45 (Male) to RJ-45 (Male) Cat6 Straight Microboot, Snagless Blue UTP Copper Patch Cable ADD-24FCAT6-BE
11. 10 ea	AT&T ML17929 2-Line Corded Phone with Caller ID/Call Waiting, Black ML17929
14. 1 ea	Macrium Golden Key
Adult Detention	
1. 50 ea	Fujitsu ScanSnap iX1600 - Deluxe – document scanner – Dual CIS – Duplex – 279 x 3000 mm – 600 dpi x 600 dpi – up to 40 ppm (mono) / up to 40 ppm (color) – ADF (50 sheets) - Wi-Fi(n), USB 3.2 Gen 1x1 – with 1-year Adobe Acrobat Pro DC license CG01000-304301
2. 50 ea	HP Color OfficeJet 9020(PPM-24),HP Thermal Inkjet,Print,copy,scan,fax,Automatic (standard),1 USB 2.0; 1 Host USB (print from JPEG,TIFF,DPOF 1.1,Exif 2.3,PNG); 1 Ethernet; 1 Wireless 802.11b/g/n; 2 RJ-11 modem ports,1.2 GHz,512 MB,One-year limited 1MR78A#B1H
3. 50 ea	HP 962XL/962 High-Yield Ink Cartridges; Black, Cyan, Magenta, Yellow, Pack Of 4 3JB34AN
4. 40 ea	JABRA SPEAK 410 MS USB-A 7410-209
5. 15 ea	HP – Disk drive – DVD RW – USB external – for EliteBook 830 G6;ZBook Firefly 14 G10, 14 G9, 16 G10, 16 G9; ZBook Fury 16 G9, 17 G8 Y3T76AA ea
6. 40 ea	EliteBook 650 G9 i7-1355U 16GB 512GB 15.6in(1920 x 1200)Touch UHD Gfx 3/3/0 Mfr.P/N: 6C0Z7UT#ABA
7. 40 ea	HP Travel – Mouse – 5 buttons – wireless – Bluetooth 4.0 - for EliteBook 830 G6; ZBook 15u G4, 15u G5, 15u G6, 15v G5, 17 G4, 17 G5, 1 G6, Create G7 Mfr.P/N: 6SP30UT#ABA
8. 40 ea	HP Renew Business - Notebook carrying shoulder bag - 17.3" - for EliteBook 830 G6; ZBook Studio G9; ZBook Firefly 14 G9, 16 G9; ZBook Fury 15 G8, 16 G9 Mfr.P/N: 3E2U6AA
9. 67 ea	Z2 SFF G9 Core i7-13700 (1.50 GHz up to 5.20 GHz 16 cores - 13th Generation) UHD Graphics 770 512GB M.2PCIe NVMe 2280 TLC 4X4 SSD 16GB 4800MHzDDR5 (1X16GB) UDIMM USB Wired USB

	Standard 320K No WWAN module Win 11Pro Standard 3/3/3 87C25UT#ABA
10. 107 ea	Emsisoft – 1 user, 3 years
11. 107 ea	Adobe Acrobat Standard 2020 AOO LICS ACROBAT STD 2020 WIN LICS 1+ 360PT
12. 67 ea	Logitech MK850 Performance Wireless Combo 920-008219
13. 67 ea	HP E27q G5 QHD Monitor – 27 inch - 16:9 - 5ms GtG (with overdrive) - QHD (2560 x 1440 @ 75 Hz) – IPS - Anti-glare – Flat – 350 nits - 1000:1 – 109 ppi – True 8 bit - 99% sRGB - 178/178 – 1 DisplayPort 1.2 1 HDMI 1.4 – 3 years limited warranty 6N6F2AA#ABA
14. 67 ea	Tripp Lite UPS 750VA 450W Eco Green Battery Back Up 120V USB RJ11 TAA GSA – UPS – 15 A – AC 120 V – 450 Watt – 750 VA – USB - output connectors: 12 – TAA Compliant ECO750UPSTAA
15. 67 ea	HP 625 – Webcam – tilt – color – 4 MP – 1920 x 1080 – audio – USB 3.6Y7L1AA#ABL
16. 107 ea	Onsite Desktop/laptop Setup, configurations and Installations
17. 107 ea	Onsite Printer and Scanner Setup, configuration and installation
18. 107 ea	3 Year onsite assistance Warranty Service
Juvenile Corrections:	
1. 33 ea	Z2 SFF G9 Core i7-13700 (1.50 GHz up to .20 GHz 16 cores - 13th Generation) UHD Graphics 770 512GB M.2PCIe NVMe 2280 TLC 4X4 SSD 16GB 4800MHzDDR5 (1X16GB) UDIMM USB Wired USB Standard 320K No WWAN module Win 11Pro Standard 3/3/3 87C25UT#ABA
2. 33 ea	Emsisoft – 1 user, 3 years
3. 33 ea	Adobe Acrobat Standard 2020 AOO LICS ACROBAT STD 2020 WIN LICS 1+ 360PT
4. 33 ea	Logitech MK850 Performance Wireless Combo 920-008219
5. 33 ea	HP E27q G5 QHD Monitor – 27 inch- 16:9 - 5ms GtG (with overdrive) – HD (2560 x 1440 @ 75 Hz) – IPS - Anti-glare – Flat – 350 nits - 1000:1 – 109 ppi – True 8 bit - 99% sRGB - 178/178 – 1 DisplayPort 1.2 1 HDMI 1.4 – 3 years limited warranty 6N6F2AA#ABA
6. 33 ea	Tripp Lite UPS 750VA 450W Eco Green Battery Back Up 120V USB RJ11 TAA GSA – UPS – 15 A – AC 120 V – 450 Watt – 750 VA – USB – output connectors: 12 – TAA Compliant ECO750UPSTAA
7. 33 ea	HP 625 – Webcam – tilt – color – 4 MP – 1920 x 1080 – audio – USB 3.6Y7L1AA#ABL
8. 20 ea	Fujitsu ScanSnap iX1600 - Deluxe – document scanner – Dual CIS – Duplex – 279 x 3000 mm – 600 dpi x 600 dpi – up to 40 ppm (mono) / up to 40 ppm (color) – ADF (50 sheets) - Wi-Fi(n), USB 3.2 Gen 1x1 – with 1-year Adobe Acrobat Pro DC license CG01000-304301
9. 20 ea	HP Color OfficeJet 9020(PPM-24),HP Thermal Inkjet,Print,copy,scan,fax,Automatic (standard),1 USB 2.0; 1 Host USB (print from JPEG,TIFF,DPOF 1.1,Exif 2.3,PNG); 1 Ethernet; 1 Wireless

	802.11b/g/n; 2 RJ-11 modem ports,1.2 GHz,512 MB,One-year limited 1MR78A#B1H
10. 20 ea	HP 962XL/962 High-Yield Ink Cartridges; Black, Cyan, Magenta, Yellow, Pack Of 4 3JB34AN
11. 33 ea	Onsite Desktop Setup, configurations and Installations
12. 33 ea	Onsite Printer and Scanner Setup, configuration and installation
13. 33 ea	3 Year onsite assistance Warranty Service
14. 7 ea	Rfiver Dual Glass Monitor Stand Riser, 2 Pack
15. 40 ea	UNC USB-C to VGA Female Converter Adapter USBC-VGAF-ADPT

V. REQUIREMENTS

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

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with 3 copies.

1. Organization letter expressing your interest and a brief description of your proposed services.
2. Organization qualifications, project experience. Include references
3. Detailed breakdown of costs to be submitted in a separate sealed envelope: Direct Labor Costs, Materials (parts and supplies), other applicable costs, 6% Navajo Nation Tax.
4. Scope of Work.
5. Product Specifications.
6. Project schedule.
7. Copies of consultant credentials such as licenses and/or certifications.
- 8: Proof of current commercial liability insurance
9. IRS W-9 form (10/2018),
10. Navajo Nation Debarment Form
11. 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

1. Evaluation Criteria
 - a. Qualifications, credentials and work experience. This includes the capabilities to provide all requested services. (25 points)
 - b. Methodology to complete the scope of work (20 points)
 - c. Quality of products, ability to install, and warranty services. (20 points)
 - d. Project Schedule. (20 points)
 - e. Price (15 points)
 - f. Cost (in a separate sealed envelope).
2. Applicable Federal Requirements (25 CFR 900, OMB Circular A-87, GSA qualified vendor, etc.)

3. The Navajo Nation Department of Corrections reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Fort Defiance, AZ (if necessary). It is the intention of NDOC 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. COMPLIANCE WITH LAWS AND REGULATIONS

The successful Vendor shall comply with all Federal, Tribal, State and Local Laws, regulations and Navajo Nation rules and policies pertaining to work under are charge, and shall, at its expense, procure any permits that may be required.

X. PERIOD OF PERFORMANCE

The period of the performance will be determined and negotiated based on the scheduled proposed by the respondent and the contract implementation date.

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Service Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or part based on the requirements set forth in this RFP.

XIII. AGREEMENTS TERMS AND CONDITIONS

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project. The Navajo Nation will not relinquish any of its sovereignty rights.

Exhibit A
IRS form W-9 (2018 version)

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>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.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <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) ▶ _____ </p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>	
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

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																				
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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	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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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.

Exhibit B
Navajo Nation Debarment and Suspension form

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