

**REQUEST FOR PROPOSAL**  
**RE-Bid Number: 25-07-3780SB**

Date: July 23, 2025

Project Title: **Navajo Food Distribution Program Traditional Food Purchase**

Project Schedule:

Advertisement of RFP	July 23, 2025 – July 30, 2025
Requests for Information Due Date	July 28, 2025, at 5:00pm MST
Re-Bid Due Date	July 30, 2025, 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 Kyle Rockbridge, Senior Budget Analyst, at [kyle.rockbridge@navajo-nsn.gov](mailto:kyle.rockbridge@navajo-nsn.gov) or at (928) 871-6760 or at (928) 871-6429.

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: Sharon Belone, Buyer  
Administration Building #1  
Window Rock Blvd  
Window Rock, Arizona

Responses to this RE-bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope, the following:

**BID #25-07-3780SB-**  
**Navajo Food Distribution Program Traditional Food Purchase**  
**DO NOT OPEN-BID PROPOSAL**

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Food Distribution Program is a community direct food assistance Program to qualified and eligible clientele on Indian Reservations. We are committed to providing nutritional food to qualified Navajo People. The Program has 7 separate Food Distribution warehouses in Tuba City, Leupp, Teec Nos Pos, Fort Defiance, Mexican Springs, Kirtland and Crownpoint. Our programs funded Navajo food and nutrition services under USDA. Our service area covering an area of over 27,000 square miles, with our established satellite chapter, we directly service communities that have limited access to Nutritional Food.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a Purchase order 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 and USDA policies.

### 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. Delivery methods of food to Fort Defiance food distribution Warehouse.
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 (20%):
  - a. Organization letter and qualifications, implementation plan and schedule, copies of licenses and certifications
- b. Project Detailed (20%):
  - a. Detailed information on the approach to scope of work providing methodology with description of services.
- c. Project Schedule (20%)
  - a. Schedule and proposed time frame of services
- d. Credentials and past performance (10%):
  - a. Licensures of Business
  - b. 1 year past performance with Navajo Nation Government
  - c. Detailed resume and experience
- e. Cost (30%)
  - a. Itemized and in separate sealed envelope
  - b. Include all applicable costs and taxes

2. The Navajo Food Distribution Program 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 Navajo Food Distribution programs intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard purchase order 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 Food Distribution's, point of contact Kyle Rockbridge, Senior Budget Analyst, for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Rockbridge's email address is [kyle.rockbridge@navajo-nsn.gov](mailto:kyle.rockbridge@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/or Purchase order.

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 Purchase order will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

**SCOPE OF WORK**

**Navajo Food Distribution Program Traditional Food Purchase**

The Navajo Food Distribution Program (NFDP) is looking for proposals from vendors to provide Domestically grown Navajo Traditional foods. NFDP is seeking a vendor to purchase Mutton, Beef and Posole/ steamed corn from at a fair cost. This food will be used to distribution to qualified low-income families that meet our federal eligibility guide lines.

Specifications for Mutton

Requirements and Catering:

1) Frozen Mutton:

a. Legs

Qty: 2,000  
Unit Size: 8.5 lbs  
Cost: \$9.99lb.

b. Arms

Qty: 1,000  
Unit Size: 8 lbs  
Cost: \$9.99lb

c. Stew Meat

Qty: 5,300  
Unit Size: 1.25 lbs  
Cost: \$10.99 lb

2) Beef Stew Meat:

Qty: 3,800  
Unit Size: 5 lbs  
Cost: \$6.99 lb

3) Salt Pork  
Qty: 2,250  
Unit Size: 12oz ea  
Cost: \$4.99 ea

4) Frozen Posole  
Qty: 7,950  
Unit Size: 2 lbs  
Cost: \$1.25 lb

Vendor will include any additional cost upfront and clearly identify it in the BID.