

.REQUEST FOR PROPOSALS
BID NO. 24-03-3290LE

PROPOSAL DUE DATE : **April 16, 2024**

DESCRIPTION : Branded Products for Public Relations/Outreach

CONTACT PERSON : Ms. Martina Jesus
DEPARTMENT OF EMERGENCY MEDICAL SERVICE
DIVISION OF PUBLIC SAFETY
TELEPHONE NO. (928) 871-6410
mjesus@navajo-nsn.gov

RETURN ALL RESPONSES TO :

DELIVER TO (PHYSICAL) : THE NAVAJO NATION
PURCHASING SECTION
OFFICE OF THE CONTROLLER
1st Floor, Administration Building #1
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE NO. (928) 871-6316
***NOTE: THE BID NUMBER AND THE VENDOR MUST BE
INDICATED ON THE OUTSIDE OF THE PACKAGE.**

MAIL TO : THE NAVAJO NATION
PURCHASING SECTION
OFFICE OF THE CONTROLLER
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE NO. (928) 871-6316
***NOTE: THE BID NUMBER AND THE VENDOR MUST BE
INDICATED ON THE OUTSIDE OF THE PACKAGE.**

SECTION I

INFORMATION ONLY NO RESPONSE TO THIS SECTION IS REQUIRED

- A. ISSUING OFFICE:** This Request for Proposals (RFP) is issued by the Purchasing Services Department of the Navajo Nation, P.O. Box 9000, Window Rock, Arizona 86515
- B. PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposals for consideration.
- C. SCOPE:** This RFP contains the instructions governing the proposals to be submitted and material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. SCHEDULE OF ACTIVITIES:**
- | | DEADLINE: |
|--|---|
| 1. Public Advertisement | April 4 & 11, 2024
RFPs and Advertisements (nnooc.org) |
| 2. Prospective respondent's inquiry deadline
(No questions accepted after this date) Inquiries and questions will be answered at any time prior to this date. Questions to this RFP may be verbal, in writing or email. | April 12, 2024 at 5:00 pm |
| 3. Due date for proposal | April 16, 2024, at 5:00 pm |
| 4. Opening of proposals and evaluation | April 18, 2024 |
| 5. Award date for contract/PO | April 19, 2024 |
- E. INQUIRIES:** Prospective respondents may make telephone, written or email inquiries concerning this RFP to obtain clarification of requirements. Email inquiries may be emailed to mjesus@navajo-nsn.gov. No inquiries will be accepted after the inquiry deadline listed in Section D. Mailed inquiries are to be addressed to:

**THE NAVAJO NATION
PURCHASING SERVICES DEPARTMENT
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE (928) 871-6316**

Note: Please mark on the outside of the envelope or subject line of email – **Branded Products for Public Relations/Outreach Inquiry.**

- F. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.

- G. PROPOSALS SUBMISSION:** Bidders who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. It is recommended they be sent by certified/priority mail with tracking to the physical address indicated on the cover sheet of this RFP.
- H. TWO (2) IDENTICAL PROPOSALS ARE REQUIRED:** Delivered in a sealed envelope; also include the name and address of the individual or firm submitting the proposal. Allow sufficient time for physical and/or mailing delivery to addresses found on the cover page of this RFP. Email proposals will not be accepted.
- I. LATE RECEIPT OF PROPOSALS:** Late proposals will not be accepted. It is the responsibility of the bidder to ensure the proposal arrives in the Purchasing Section of the Office of the Controller prior to the date and time specified.
- J. REJECTION OF PROPOSALS:** The Purchasing Section reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- K. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word "proprietary".
- L. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become the property of the Navajo Nation and will not be returned to the bidder. Responses received will be retained in the file and may be reviewed by any person after final selection has been made, subject to Paragraph K above. The Purchasing Section has the right to use any or all system ideas presented in reply to this RFP, subject to the limitations outlined in paragraph K above. Disqualification or non-selection of a bidder or bid does not eliminate this right.
- M. INCURRING COSTS:** The Navajo Nation Purchasing Section is not liable for any cost incurred by the bidders prior to issuance of an agreement, contract and/or purchase order.
- N. ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in a professional service contract, purchase order, delivery order or similar acquisition instrument may result in cancellation of the award and such bidder may be removed from future solicitations. The Navajo Nation Purchasing Section reserves the right to pursue appropriate legal action in the above set of circumstances.
- O. EVALUATION PROCEDURES AND CRITERIA:**
1. General Procedures:
 - a. An ad hoc committee will judge the merit proposals received in accordance with the criteria defined herein.
 - b. Failure of a bidder to provide any information requested in this RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offeror or to the execution of the proposal.
 - c. The sole objective of the ad hoc committee will be to select the bidder whose proposal is most responsive to the Navajo Nation Purchasing Section. The specifications within this RFP represent the

minimum performance necessary for response. On the basis of the evaluation criteria established in this RFP, the ad hoc committee will select and recommend the bidder who best meets this objective.

- d. Evaluation Criteria: The following criteria will be used by the ad hoc committee in the selection process for contract award. The technical proposal factors will be rated on a scale of 5-100 with weight relations as stated below:

<u>Technical Proposal Factors:</u>	<u>Possible Points:</u>
<u>Device Specifications</u> Offeror's meeting the minimum specifications and requirements as listed in Section III herein	35
<u>Qualifications of Firm</u> Offeror's qualifications, including work on similar projects, experience of personnel	25
<u>Quality, Accuracy and Completeness of the Proposal</u> The quality, accuracy, and completeness of the Offeror's proposal in response to the RFP specifications and requirements.	10
<u>Cost</u> Price offered is responsive to the RFP requirements and Instructions, and is realistic in respect to specifications and requirements.	30

TOTAL: 100

- P. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations because of a proposal submitted in response to this RFP.
- Q. RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposal received in response to this RFP.
- R. ALTERNATE PROPOSALS:** Alternate proposals will not be accepted and will be deemed non-responsive.
- S. GOVERNING LAW:** This procurement and any agreement with offerors that may result shall be governed by the laws of the Navajo Nation. The Navajo Nation is not bound to enter into a contract under the RFP or RSQ and may issue a subsequent RFP or RSQ for the same services. The Navajo Nation is a sovereign government and all contracts entered into as a result of the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act.

SECTION II

PROPOSAL FORMAT AND ORGANIZATION

A. NUMBER OF PROPOSALS

Proposer shall provide two (2) identical proposals to the location specified for the submission of proposals in Section I, Paragraph H, on or before the closing date and time for receipt of proposal. Allow sufficient time for physical and/or mailing delivery to addresses found on the cover page of this RFP. Email proposals will not be accepted.

B. PROPOSAL FORMAT

All proposals must be typewritten on standard 8.5 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and bound with tabs/dividers delineating each section, as necessary.

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain as a minimum all list items in the sequence indicated.

- a. Table of Contents
- b. Letter of Transmittal
- c. Cost Proposal
- d. Response to the Specifications request
- e. Professional References (List of similar services provided by the Offeror to tribal governments, enterprises, preferably organizations within 75-mile radius of the Navajo Nation within the last five (5) years)
- f. Certifications/Licenses (i.e., manufacturer, Business), if any.
- g. Credentials (W-9, Insurance)
- h. Appendix (if needed)

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

Proposers may attach other materials which they feel may improve the quality of their response. However, the material should be included as items in the appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:

- a. Identify the submitting organization with a brief description;
- b. Identify experience, capability and capacity
- c. Identify the name and title of the person authorized to contractually obligate the organization;
- d. Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- e. Identify the names, title and telephone numbers of person to be contacted for clarification;
- f. Be signed by the person authorized to contractually obligate the organization; and

- g. Acknowledge receipt of any and all amendments to the RFP.

SECTION III

Specifications

The Navajo Nation EMS seeks proposals from qualified respondents for Branded Products for Public Relations/Outreach, incorporating Artwork and/or Theme/Message Options, as described herein. Qualified respondents shall adhere to the specifications set forth within this section (Section III). All proposals must be completed in the requested format set forth in Section II.

<u>Quantity</u>	<u>Description</u>	<u>Color</u>
1,500	2 oz. Sanitizer with adjustable Silicone Carabiner	Pink & Green
2,000	Ambulance Backpack, drawcord closure doubles as shoulder straps, durable polyester	Ambulance design plus Artwork
1,000	Kids' Emergency Care Kit (Standard design on front plus personalization on back)	Blue
500	Papermate Inkjoy Retractable Pen	Purple, black ink
1,000 kits	"What to do in an Emergency" Value Kit – Educational Activities Flipbook	-
100 pk	Heat – Sensitive Pencil Assortment pack with EMS Safety Tips	Assorted Colors
50 rolls	Gold – Foil Badge stickers on a roll	Gold
500	Silicone Tech Pockets	Blue & Pink
1,000	MaxGlide Click Pen	Assorted Colors, blue ink
1,000	Crossgate Gel-Glide Stylus Pen	Assorted Colors, black ink
1,000	Full color bright Diamond Stylus Pen, Style MM6	Assorted colors, black ink
500	Ultima Comfort Luxe Softex Gel-Glide Pen	Assorted colors, blue ink
500	EMS "Color Me" Paper Ambulance	-
250	Be the Change You Wish to See in the World Assorted Mood Cups	Assorted Colors
500	A Kid's Guide to what to do in an Emergency Pocket Pal	-
800	Glow In The Dark 6" Mini Football	Artwork
1,000	Goody Bags, 11" x 15"	White

ARTWORK:



THEME/MESSAGE OPTIONS:

PARAMEDICS

Navajo Nation

navajoems.org

“Honoring Our Past, Forging Our Future”

Applicable taxes and/or shipping and handling shall be identified with cost proposal.