

REQUEST FOR PROPOSAL

Meeting Space, Hotel Lodging, Audio Visual, and Catering Services for
DCCD FY24 Annual Staff Meeting
Department of Child Care & Development
Navajo Nation Division of Social Services

Bid No: 24-04-3303LE

The Navajo Nation Department of Child Care & Development (DCCD) is requesting for sealed bids to provide accommodations for meeting space with audio/visual equipment, hotel lodging and catering services for DCCD FY24 Annual Staff Meeting.

Vendors must be capable of accommodating four (4) days of training which will include three (3) nights of lodging, two (2) days of lunch, four (4) days of AM & PM snacks within the specified date of training: Meeting space, Lodging, and Catering services will be needed for the Albuquerque, New Mexico and/or Flagstaff, Arizona, or greater metropolitan area.

SCOPE OF WORK:

BACKGROUND:

- A. Dates for consideration of the Annual Meeting – DCCD has selected July 22-25,2024, as the time frame for the Training. Check in date: July 22,2024. Check out date: July 25,2024.
- B. Addendum to RFP – in the event it becomes necessary to revise any part of the RFP, DCCD will issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.
- C. Inquiries Regarding this RFP – Questions regarding this RFP should be submitted in writing (email, facsimile, regular mail) to the Administrative Service Officer of DCCD. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial and may not receive a response.
- D. Rejection of Proposals – The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals, whenever such rejection is deemed in the best interest of the Navajo Nation.

SPECIFICATIONS FOR LODGING, MEETING ROOM REQUIREMENTS AND MEALS:

- A. Number of Participants – There will be an estimated one hundred and thirty (130) participants.
- B. Lodging Accommodations for 130 individuals
 - 1. Number of rooms (single or double) to be provided by the vendor: Minimum 65 single rooms and 65 double rooms. Indicate if government rates are available.
 - a) Each double room shall have two double or two queen beds. Roll-a-ways will not be accepted as a substitution.

- b) All rooms are to be non-smoking rooms and provided on-site.
- c) Where applicable, identify the number of complimentary rooms and/or suites.

2. The lodging rate per night for both single rooms and double rooms shall be the same.

C. Meals to be provided by the vendor for participants:

- 1. Two days – Full Buffet Lunch on July 23 & 24,2024
- 2. Three days- Morning AM Break Refreshments with Beverage stations and snacks (Juices, Coffee, or cold/hot Tea, snacks, Danishes, Etc.) on July 23-25,2024.
- 3. Three days - afternoon PM Break Refreshments – Mid-afternoon snacks and beverages (Juices, Coffee, or cold/hot Tea, Soda, Snacks, etc.) on July 22-24,2024.
- 4. Vendor shall provide ice water and drinking glasses for the participants in all meeting rooms.
- 5. The proposal shall include a proposed menu plan for all lunches as listed in Attachment A.
- 6. The proposal shall include a proposed detail list of refreshments and quantity for each day as listed in Attachment A.

D. Meeting Rooms and Facilities

- 1. General Sessions will be held on following days: (rounds of 10)
 - a) Day 1- Afternoon (1:00pm-5:00pm) – accommodate 150 participants.
 - b) Day 2 – Morning (7:00am-8:00am) and Lunch (12:00pm-1:00pm) – accommodate 150 participants.
 - c) Day 3 - Morning (7:00am-8:00am) and Lunch (12:00pm-1:00pm) – accommodate 150 participants.
 - d) Day 4 - Morning (7:00am-8:00am) and Lunch (12:00pm-1:00pm) – accommodate 150 participants.
- 2. Five (5) break- out room which will comfortably accommodate up to 30 individuals. Break-out sessions will be held on the following days: (Classroom Style or Theatre)
 - a) Day 2 - from 9:00am to 5:00pm - 5 rooms to accommodate 30 individuals.
 - b) Day 3 - from 9:00am to 5:00pm - 5 rooms to accommodate 30 individuals.
- 3. One work room to be designated near the conference area for four days: July 22-25,2024.
- 4. The proposal shall include a top-view floor plan of the facility, identifying rooms recommended for meeting rooms.
- 5. Vendor will include any additional costs for projector screens/AV equipment in all rooms for Day 1, Day 2, Day 3, and Day 4.
- 6. Meeting/training rooms set-up will be determined 10 days prior to start of training.
- 7. A public address system with microphone, a projector and screen will be provided by the vendor for the large general session room with Wi-Fi access, will include stage setup. The projector will be able to connect to laptop computers provided by presenters.
- 8. Vendor to provide Wi-Fi to accommodate presenters.

9. Vendor to provide duplicating and printing services.

10. Vendor to provide IT tech support, if necessary.

REQUEST FOR PROPOSAL

General Information

Meeting Space, Hotel Lodging, Audio Visual and Catering Services for
DCCD FY24 Annual Staff Meeting
Department of Child Care & Development
Navajo Nation Division of Social Services

Bid No: 24-04-3303LE

Request for submittal deadline: All RFPs must be received by Friday April 19, 2024, at 5:00 pm MDT.

CONTACT INFORMATION: Navajo Nation Department of Child Care & Development
Yolanda Gene, Senior Accountant
Phone No: (928) 871-6161

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care & Development
Attention: La Tisha Dodson, Contract Analyst
47552-B State Highway 264, Window Rock, AZ 86515

MAIL TO: Department of Child Care & Development
Navajo Division of Social Services
P.O. Box 2425
Window Rock, Arizona 86515

INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care & Development. P.O. Box 2425 Window Rock, Arizona. The Navajo DCCD supports low-income working families through childcare financial assistance and promotes children’s learning by improving the quality of early care, education, and afterschool programs at child care centers located throughout the vast regions of the Navajo reservation.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include any supporting attachments with the proposal packet.
- D. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
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| 1. Prospective proposals Inquiry deadline
(No questions accepted after this date)
Inquiries and questions will be answered.
At any time, prior, questions may be verbal
Or in writing. <u>Due date for all proposals</u> | April 17, 2024

April 19,2024 |
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- E. **INQUIRES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D. (1) Mailed inquiries is to be addressed to:

The Navajo Nation
Department of Child Care & Development
Post Office Box 2425
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before April 19,2024. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. NO LATE PROPOSALS WILL BE ACCEPTED.
- FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED:** The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the **DCCD FY24 Annual Staff Meeting, Bid No: (24-04-3303LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. **Cost to be sealed in a separate envelope.**

LATE RECEIPT OF PROPOSALS: Late proposals will NOT be accepted. It is the responsibility of the respondent to ensure that the proposal arrives at NNDCCD office prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions 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 and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph K below. The Navajo Nation Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful respondent will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Services Department and the Navajo Nation Department of Child Care & Development reserves the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the vendor and the proposal submitted by the vendor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
 - I. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by the organization proposing. Proposals must be prepared to provide any additional information the team feels necessary for a fair evaluation of proposals.

- II. Failure to provide any information requested in the 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 proposal to the execution of a contract.
- III. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal who best meets this objective.
- IV. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the contract award.
 - a. Ability to provide comfortable meeting room facilities and amenities as specified under the Scope of Work. *(20 points)*
 - b. Ability to provide lodging for all participants as specified under the Scope of Work of this RFP. *(20 points)*
 - c. Cost/Price factors- Proposed bid sheet to provide facility and services as specified in the Scope of Work within this RFP. BID SHEET – A (Attachment A) will be utilized to uniformly compare quotes. *(5 points)*
 - d. Qualification of past performance or qualifications providing similar type of services indicated in our Scope of Work with The Navajo Nation. *(20 points)*
 - e. Ability to provide catering and refreshments at a reasonable cost. *(10 points)*
 - f. Location of facility, area accommodations relative to fuel and reasonable dining areas within local area. *(25 points)*
- V. Cost/Price Factors:

The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offerors understanding of the department and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

Proposed Cost: (To be sealed in a separate envelope) Show cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.

 - Attachment called “Purchase Price” that’s under the Scope of Work.

Q. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, Navajo Procurement 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 Nations Sovereign Immunity.

- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and the (3) percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-DHHS CCDF Grant Funds
 - Upon award and acceptance, the total dollar amount will be made available
 - Upon the contract with the awarded vendor.
 - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be approximately four days, (approx... 4 full event days and check in and check out) from event date beginning mid-day of July 22,2024, to the afternoon of July 25,2024
- U. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
1. Licensed, bonded, and current **General Liability**.
 2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
 3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal
 4. Prospective recipient shall sign a **Tax Form – W9 (2024)**

BILLING AND PAYMENT:

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor’s invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

Acknowledgment:

I read and reviewed information pertaining “Request for a Proposal” for Navajo Nation Division of Social Services “Lodging, Meals, and Meeting Space for DCCD FY24 Annual Staff Meeting ” for Tribal Child Care Centers and approve to be advertised as is.


Yolanda Gene, Senior Accountant

 4.5.24
Deannah Neswood-Gishey, Department Manager III