

**NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT
INVITATION FOR BID (IFB)**

BID No: 26-02-4036DB

Microsoft Enterprise Agreement and Licenses

Due: March 5, 2026

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals to establish a three-year contract to renew Microsoft Enterprise Agreement and Licenses. Vendors will be required to furnish a detailed proposal, which will provide the functions, as outlined in this document, or so state those functions which require exceptions to be taken. This request for proposal (RFP) states the overall scope of products and services desired, software functionality, technology foundation, and desired vendor qualifications. This contract shall begin on February 1, 2026 through January 31, 2028

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

Hand Delivered to: Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
Tribal Hill Drive Building #FA-2754
Window Rock, Arizona 86515
DO NOT OPEN: BID No. 26-02-4036DB

OR

Certified Mail to: Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
Post Office Box 1889
Window Rock, Arizona 86515
DO NOT OPEN: BID No. 26-02-4036DB

One (1) Original and two (2) copies of the Bid must be in a sealed envelope, clearly marked: Do Not Open: BID No. 26-02-4036DB with indication if vendor is Priority 1 or 2. Bid opening will be held in accordance to the Navajo Nation Procurement procedures. No email or faxed responses shall be considered. 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. IFB DUE DATE

The deadline for the invitation for bid is **March 5, 2026 at 4:00p.m. MDT**. Any proposals received after this deadline will not be considered. If it becomes necessary to revise any part of the IFB, an addendum will be issued.

II. SCOPE OF SERVICES:

The scope of the products and services desired shall include: The Navajo Department of Workforce Development (NDWD) requests renewal of Microsoft Enterprise Agreement for software that is used for data collection, data management, data storage and communication.

The selected firm will provide the following listed items. Items submitted must be equal to or greater than the following:

Line	EA PART #	DESCRIPTION	DURATION IN MONTHS	QUANTITY
1	AAD-33168	Microsoft 365 E5 Unified Sub Per User	36	160
2	INZ-00004	Defender Endpoint Server Sub	36	12
3	9EM-00270	Win Server Standard Core ALng SA 2L	36	96
4	6VC-01254	Win Remote Desktop Services CAL ALng SA UCAL	36	15

All software benefits that are applicable must be included.

III. SCHEDULE OF ACTIVITIES

Issue IFB to prospective bidders	February 20, 2026
Last day for questions from bidders	February 25, 2026
Response to questions	March 2, 2026
IFB Submission deadline	March 5, 2026
IFB Opening	TBD
Selection of winning bid	TBD

IV. QUESTIONS AND INQUIRIES

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

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

V. INSURANCE REQUIREMENTS

The Navajo Nation will require the selected vendor, as 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.

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VI. RESPONDENT REQUIREMENTS

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

- A. An original IFB response with two (2) copies must be provided in a sealed envelope.
- B. Letter of Transmittal must include:
 - i. Provide Statements of Qualifications
 - ii. Identify the name of the person responding to the IFB
 - iii. Identify the name, title and telephone numbers of people authorized to negotiate on behalf of the organization.
 - iv. Identify the names and telephone numbers of people to be contacted for clarification.
- C. Cost and Budget Breakdown
This section must include a detailed cost proposal with a grand overall total for each of the following areas:
 - i. Price of products and service fees
 - ii. All appropriate taxes should be included in the cost of services including the Navajo Nation Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. Seq.).
 - iii. Total Cost
- D. Required Documents
 - i. Comprehensive Scope of Work
 - ii. 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.
 - iii. Navajo Nation Certification regarding Debarment and Suspension Form
 - iv. Federal IRS W-9 Form (March 2024)
 - v. Certificate of Insurance

VII. EVALUATION PROCEDURES AND CRITERIA

- A. An evaluation team will review the proposals received in accordance with the general criteria described herein. Respondents should be prepared to provide any additional information the evaluation team feels is necessary for the fair evaluation of proposals.
- B. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NDWD. The specifications in the IFB represent the minimum performance necessary for a response. Based on the evaluation criteria established in this IFB, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NDW Department Manager may elect to evaluate the IFB solely.

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ADDITIONAL INFORMATION

E. Availability of Funds

Any subsequent contract award associated with the IFB is contingent upon the availability of funds to the Navajo Department of Workforce Development. If funds are not available, any agreement resulting from this IFB shall become void and of no force or effect. NDWD reserves the right to negotiate the overall contract price based on availability of funds.

F. 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 fee and period of time. 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.

G. Cancellation of Agreement

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

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

H. Response Material Ownership

All material submitted regarding this IFB shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by NDWD and may be reviewed by any person after final selection has been made. NDWD has the right to use any or all system ideas presented in reply to the IFB. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

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

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

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.

Social security number									
				-					
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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	Signature of U.S. person	Date
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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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they