Navajo Nation Division for Children and Family Services
2026 Winter Symposium
REQUEST FOR BID
RE-BID NO. # 26-10-4231JB

Proposals and Bids Due:	October 16, 2026
Description:	2026 Winter Symposium – Division for Children and Family Services
Contact Person:	James Bennett Jr., Buyer Phone: 928.357-6510 Email: james.bennettjr@navajo-nsn.gov

Proposal and Bids may be electronically mailed to: james.bennettjr@navajo-nsn.gov

Bids using FedEx, UPS, postal mail, or personal delivery must be submitted to:

Physical Address:	Procurement Department Administration Bldg. #1 Window Rock, AZ 86515 Attn: James Bennett Jr., Buyer
Mailing Address:	Procurement Department PO Box 3150 Window Rock, AZ 86515 Attn: James Bennett Jr., Buyer

1. Schedule of Activities and Timelines:

Schedule of Activities	Timelines
Begin advertising the *Request for Proposal*	October 19, 2026
Due Date to submit Proposal	October 27, 2026
Proposal and Cost Review	Week of October 26, 2026
Award Project	Week of November 06, 2026
Begin Contract or Payment Process	Week of November 09, 2026

2. Respondent Requirements
    a. All respondents must have, at a minimum, the capabilities listed herein to perform the duties and responsibilities of the Scope of Work. Bids must reflect in detail the inclusion of these services and additional forms required.

Respondents should also provide any technical information about the delivery of services required in the Request for Proposal (RFP).

b. Vendors must demonstrate years of experience in Hospitality Management, and years of experience in Event Management. Vendors should include credentials, including but not limited to licensures and certifications. All work performed must comply with required Navajo Nation and State laws, safety codes and regulations.
c. Vendors must have the ability to engage with a planning committee to finalize all event plans.

3. Proposal Format
    a. Appearance of the proposal must be professional and presentable.
    b. Not more than 20 pages, one-sided.
    c. Letter of Interest must be included.

4. Addendum
    a. Any Addendum to this RFP will be submitted in writing to vendors who inquired about the RFP; and it will be posted on the Navajo Nation Office of the Controller's website and also on the Navajo Division for Children and Family Services' website.

5. Scope of Work
    a. The Navajo Division for Children and Family Services is requesting proposal and cost from qualified vendors to host the 2026 Winter Symposium Event. The event will include the following:
        i. Three-day event to be on December 14th – 17th, 2026.
        ii. Number of Participants:
            1. 550 employees
            2. 50 Guest/Presenters
        iii. Meeting Space
            1. One General Session Room and 15 breakout rooms.
            2. Tables and Chairs to accommodate general sessions and breakout sessions.
            3. AV Equipment – Screen, Projector, and Wireless Microphone in each room, or where applicable.
        iv. Meals and Snacks – See attached Proposal
        v. Proposed Agenda – See attached Proposal
    b. Vendors must have ability to coordinate with the Coordinator and Planning Committee on cost, logistics, and accommodate
    c. Vendors must comply with 2 CFR 200 Procurement Standards in identifying qualified, licensed contractors to provide minor home repair services.

All RFPs must be received by the Procurement Department on or before **Tuesday, October 27, 2026**, at 3:00 PM (MST).

6. Dead Line to Submit Questions:
   All questions regarding this RFP must be submitted in writing to Laura Johnson, Program Manager II at laura.johnson@ndcfs.org no later than **5:00 pm (MST) on October 22, 2026**.

The following documents are required and must be submitted:

1. Navajo Nation Certification regarding Debarment and Suspension
2. W-9 Form Request for Taxpayer Identification Number and Certification
3. Licensed, bonded, and current Certificate of Liability Insurance
4. Curriculum Vitae or Resume outlining previous projects and work experience.

Bids Format:

1. Bids must include all cost pursuant to the Scope of work, including all applicable fees, taxes, etc.
2. Detailed Cost and Grand Total for all services for this RFP.

Attachments:

- Proposal
- W-9
- Debarment and Suspension

Attachment 1
Proposal
2026 Winter Symposium
Navajo Division for Children and Family Services

Purpose:
The purpose of this event is to host an organizational-wide meeting and to include a holiday event for the Navajo Division for Children and Family Services (NDCFS) employees and guests. The event will include providing program updates, workshop sessions, employee appreciation activities, a holiday banquet, and bringing needed resources for the employees.

Proposed Dates:

December 14th – 18th, 2026

Number of Participants:
550 employees
50 guests and presenters

Proposed Agenda:

December 14, 2026, Day One – Monday

2:00 p.m. – 5:00 p.m.	Registration
3:00 p.m. – 5:00 p.m.	Networking Session

December 15, 2026, Day Two - Tuesday

7:00 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 1:00 p.m.	Lunch – to be provided
1:00 p.m. – 5:00 p.m.	Breakout Sessions

December 16, 2026, Day Three - Wednesday

7:00 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 1:00 p.m.	Lunch – to be provided
1:00 p.m. – 5:00 p.m.	Breakout Sessions

December 17, 2026, Day Four – Thursday

8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 1:00 p.m.	Lunch – to be provided
1:00 p.m. – 3:00 p.m.	Breakout Sessions
3:00 p.m. – 4:30 p.m.	BREAK – Preparing for Banquet
4:30 p.m. – 7:30 p.m.	Closing Session: Banquet & Holiday Event

Meeting Space

1) One General Session Room and ten (15) breakout rooms.
2) Tables and Chairs to accommodate general sessions and breakout sessions.
3) AV Equipment – Screen, Projector, and Wireless Microphone in each room, or where applicable.

General Information about Meals and Snacks

(Items below are recommended, but the venue can select an equivalent meal or snack.)

Day One - Monday

3:00 p.m. – 5:00 p.m. Networking Session

- Popcorn and Assorted Soda

Day Two - Tuesday

7:00 a.m. – 8:00 a.m. Breakfast Buffet

- Coffee, Tea, Juice
- Boiled Eggs, Bacon, and Hash Brown
- Muffin

10:00 a.m. AM Snacks

- Assorted Donuts

12:00 p.m. – 1:00 p.m. Lunch Buffet

- Coffee and Ice Tea
- Mexican Style Buffet and Dessert

3:00 p.m. - PM Snacks

- Assorted Chips and Soda

Day Three - Wednesday

7:00 a.m. – 8:00 a.m. Breakfast Buffet

- Coffee, Tea, Juice
- Breakfast Burrito
- Fruit

10:00 a.m. AM Snacks

- Yogurt and Bagels

12:00 p.m. – 1:00 p.m. Lunch Buffet

- Coffee and Lemon Aide
- Italian Buffet and Dessert

3:00 p.m. PM Snacks

- Trail Mix

Day Four – Thursday

10:00 a.m. AM Snacks

- Assorted Pastries

12:00 p.m. – 1:00 p.m. Lunch Buffet

- Coffee and Iced Tea
- Assorted Sandwiches and Dessert

4:30 p.m. – 7:30 p.m. Banquet – Plated

- Coffee and Iced Tea
- Steaks, Salad, Vegetable, Mash Potato, Bread, and Dessert

NAVAJO NATION CERTIFICATION

Regarding Debarment, Suspension, and Contracting Eligibility

Consultant/Project Name	Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
   a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
   b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
   c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
   d. violated contract provisions, such as having:
      i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
      ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
   e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
   f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
   g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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	Printed name individual signing on Applicant's behalf
Applicant Address	Title of individual signing on Applicant's behalf
Applicant Address	Signature of individual signing on Applicant's behalf
Applicant Address	Date

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

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.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ 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.

☐ Other (see instructions)

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 . . . . . ☐

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)

(Applies to accounts maintained outside the United States.)

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.

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.

Social security number

			–		–				

or

Employer identification number

		–							

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**

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