MEMORANDUM – NOTICE – ADDENDUM NUMBER ONE (1)

TO: All Bidders

James Bennett Jr.

James Bennett Jr., Buyer

FROM: Purchasing Department
Navajo Nation Office of Controller

DATE: November 04, 2026

SUBJECT: RFP 26-10-4324JB

Questions:

1. **Event Location:** Is there a preferred city or geographic area for the symposium? Would venues in Phoenix, Scottsdale, or Flagstaff be acceptable?
   a. Response:
      i. We are accepting proposals from qualified venues located throughout Arizona and New Mexico. There is no restriction to a specific city or geographic area within these two states. Proposals may be submitted for venues located in Phoenix, Scottsdale, Flagstaff, Albuquerque, or other suitable locations within Arizona and New Mexico.
      ii. The Department will consider proposals based on the venue's overall ability to accommodate the symposium's meeting space requirements, lodging capacity, accessibility, available amenities, logistical considerations, and overall cost-effectiveness. Vendors are encouraged to submit their most competitive proposals, including a detailed description of the proposed facility and its ability to meet the requirements outlined in the RFP.

2. **Meeting Space:** Would it be acceptable to utilize a main conference venue along with a nearby facility, such as a building/hotel directly across the street, to accommodate additional breakout rooms? All meeting spaces would be within convenient walking distance of one another.
   a. Response:

      ii. The Department strongly prefers that all conference activities, including the main general session, breakout sessions, and other required meeting spaces, be accommodated within the same hotel or conference facility. Having all meeting spaces located within one facility would provide greater convenience for attendees, minimize transportation and logistical

concerns, and allow for more efficient coordination of symposium activities.

iii. However, the Department is willing to consider alternative arrangements if the primary facility cannot accommodate all required meeting spaces. Additional breakout rooms located at a nearby facility may be considered, provided that the secondary location is within approximately a 2–3-minute walking distance of the primary conference venue.

iv. Any proposed alternative arrangement must provide convenient, safe, and accessible pedestrian access between facilities without requiring attendees to utilize transportation. Vendors should clearly identify any separate facilities and explain how the arrangement would accommodate the Department's meeting and operational requirements.

3. **Breakout Room Schedule:** The Scope of Work indicates that 15 breakout rooms are required Wednesday through Friday. However, the proposed itinerary lists the following schedule: Could you confirm that the dates and times listed in the proposed itinerary are correct and that all 15 breakout rooms are required simultaneously during those periods?
   a. Response:
      ii. The Department confirms that breakout rooms are required on Tuesday, December 15; Wednesday, December 16; and Thursday, December 17, from 1:30 PM to 5:00 PM each day.
      iii. All fifteen (15) breakout rooms must be available and operational at the same time on each of the three days. Each room should be appropriately arranged and equipped to support individual breakout sessions, including the necessary tables, chairs, audiovisual equipment, and other standard meeting amenities as applicable.
      iv. Vendors should ensure that their proposals clearly identify the availability, capacity, configuration, and associated costs for all fifteen (15) breakout rooms during the specified dates and times.

Any questions please contact me directly at (928) 810-2015 or jbennettjr@nnooc.org

Navajo Nation Division for Children and Family Services
2026 NDCFS Winter Symposium
REQUEST FOR PROPOSALS: RFP 26-10-4324JB

Proposals and Bids Due:	November 06, 2026, 5:00 p.m.
Description:	2026 NDCFS Winter Symposium – Navajo Division for Children and Family Services
Contact Person:	James Bennett, Jr, Buyer
Phone: 928.357.6510	

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 Building #1
Window Rock, Arizona
ATTN: James Bennett, Jr, Buyer

Mailing Address:
Procurement Department
P.O. Box 3150
Window Rock, Arizona
ATTN: James Bennett, Jr, Buyer

1. Schedule of Activities and Timelines:

Schedule of Activities	**Timelines**
Begin advertising the *Request for Proposal*	October 30, 2026
Due Date to submit Proposal	November 06, 2026, 5:00 p.m.
Proposal and Cost Review	November 06, 2026
Award Project	November 09, 2026
Begin Contract or Payment Process	November 10, 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. Detailed itemized expenses. All costs must be clearly identified including any applicable taxes, services charges, and fees.

4. Questions
    a. All questions regarding this RFP must be submitted in writing to James Bennett Jr., Buyer at james.bennettjr@navajo-nsn.gov no later than 5:00 pm (MST) on November 02, 2026.

5. 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 on the Navajo Division for Children and Family Services' website.

6. Scope of Work
    a. The Navajo Division for Children and Family Services is requesting proposals from qualified vendors to host the 2026 Winter Symposium event. The event will include the following:
        i. Three- and half--day event to be held on December 14th – 17th, 2026.
        ii. Number of Participants:
            1. 480 employees and 30 Guest/Presenters for a total of 510 participants.
        iii. Meeting Space
            1. One General Session Room with A/V, stage and podium.
            2. Fifteen (15) breakout rooms for the afternoons on Wednesday, Thursday, and Friday. Minimum capacity is 35 participants per breakout room for 480 participants. Rooms to be set up in theatre style.
            3. One separate work space with room for storage and supplies.
            4. Exhibitor area – Capacity for 10 exhibitors, 10x10 booths with tables, chairs and tablecloths provided. Foyer area preferred.
            5. AV Equipment – Screen, Projector, and Microphone in each room.
            6. Wi-Fi services and connectivity.
        iv. Meals and Snacks –
            1. Lunch – 1 hot meal per day, buffet style. Three in total.
            2. Dinner – One (1) hot meal, buffet style.
            3. Meal options available to accommodate participants with dietary restrictions or allergies.
            4. Snacks

a. AM – Three (3) total
b. PM – Two (2) total

5. Beverage stations throughout must comfortably accommodate the total number of participants.
    a. 8:00 am, Tuesday, Wednesday, and Thursday
        i. Coffee
        ii. Water
        iii. Tea
    b. 1:00 pm, Tuesday and Wednesday
        i. Lemonade
        ii. Iced Tea
        iii. Water

v. Evening dinner banquet set up with stage and podium. Seating to accommodate dining for 510 people.
vi. Proposed itinerary – See attached itinerary

b. Vendor must have ability to coordinate with the event coordinator and planning committee on cost, logistics, and accommodations.
c. Vendor must comply with 2 CFR PART 200—Uniform administrative requirements, cost principles, and audit requirements for federal awards.

All RFPs must be received by the NDCFS on or before **November 06, 2026**, at 5:00 PM (MST).

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. 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 itemized Cost and Grand Total for all services for this RFP.

Attachments:

- Proposal
- W-9
- Debarment and Suspension
- Certification Regarding Non-collusion

Attachment 1

Itinerary
2026 NDCFS Winter Symposium

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 in needed resources for the employees.

Proposed Dates:
December 14th – 18th, 2026

Number of Participants:
480 employees and 30 guests/presenters for a total of 510 participants.

Proposed Agenda:

December 14, 2026, Day One – Monday

2:00 p.m. – 5:00 p.m.	Early Registration in Foyer

December 15, 2026, Day Two – Tuesday

7:30 a.m. – 8:00 a.m.	Registration
8:00 a.m. – 12:00 p.m.	General Session
10:00 a.m. – 10:15 a.m.	AM Snack
12:00 p.m. – 1:30 p.m.	Lunch – Buffet Style
1:30 p.m. – 5:00 p.m.	Breakout Sessions
3:00 p.m. -3:15 p.m.	PM Snack

December 16, 2026, Day Three – Wednesday

7:30 a.m. – 8:00 a.m.	Sign-in
8:00 a.m. – 12:00 p.m.	General Session
10:00 a.m. – 10:15 a.m.	AM Snack
12:00 p.m. – 1:30 p.m.	Lunch – Buffet Style
1:30 p.m. – 5:00 p.m.	Breakout Sessions
3:00 p.m. -3:15 p.m.	PM Snack

December 17, 2026, Day Four – Thursday

7:30 a.m. – 8:00 a.m.	Sign-in
8:00 a.m. – 12:00 p.m.	General Session
10:00 a.m. – 10:15 a.m.	AM Snack
12:00 p.m. – 1:30 p.m.	Lunch – Buffet Style
1:30 p.m. – 3:00 p.m.	Breakout Sessions
3:00 p.m. – 4:30 p.m.	Staff excused for Banquet preparations
4:30 p.m. – 7:30 p.m.	Closing Session: Banquet Dinner – Buffet Style & Holiday Event

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

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

NAVAJO NATION CERTIFICATION
Regarding Non-Collusion

Consultant/Project Name	Work Location

In accordance with Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation for the above-named Project;
2. Applicant is fully informed regarding the preparation and required content of its offer, including all pertinent circumstances governing submission of its offer to the Navajo Nation;
3. Applicant has in no way colluded, conspired; connived; or agreed, directly or indirectly, with any other entity, offeror, or person regarding the proposed contract for the Project, to:
   a. submit a sham offer to the Navajo Nation, or
   b. refrain from submitting an offer to the Navajo Nation;
4. Applicant has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any other entity, offeror, or person, to:
   a. fix any price or fee relating to its offer or of any other entity, offeror, or person, or
   b. fix any price, overhead, profit, reimbursement, or cost element of its offer, or that of any entity, offeror, or person;
5. Applicant has not, through any collusion, conspiracy, connivance, or unlawful written or oral agreement, secured any advantage against the Navajo Nation or against any other entity, offeror, or person interested in the proposed contract for the Project;
6. 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;
7. all statements set forth herein, and in its offer submitted to the Navajo Nation, are true; and
8. 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.

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