

**REQUEST FOR PROPOSAL**  
**BID NO: 24-04-3323LE**

---

The Navajo Nation Finance Division Office of the Controller (OOC) is seeking qualified vendors with Audit and Compliance to provide a bid proposal for Data Center Facility rental that provides client with complete solutions for a Disaster Recovery Site.

The proposal shall include one (1) original and three (3) duplicate copies of the following:

The proposer who submits the best proposal in terms of best quality and lowest cost on the specified materials will be selected. Adherence to the bid instructions is paramount, otherwise, the bid will be disqualified for non-compliance.

Proposals shall be delivered, in person, in a sealed envelope to:

“Data Center Rental Disaster Recovery Site”  
BID #: 24-04-3323LE – DO NOT OPEN”  
Attn: Lorita Etsitty, Buyer, Purchasing Department  
Division of Finance, Office of the Controller  
ADMINISTRATION BUILDING #1,  
Window Rock Blvd., Window Rock, Arizona 86515

OR EXPEDITED MAIL TO:

Division of Finance, Office of the Controller  
Attn: Lorita Etsitty, Buyer, Purchasing Department  
Administration Building #1- First Floor  
2559 Tribal Hill Drive  
Window Rock, Arizona 86515  
“Data Center Rental Disaster Recovery Site”  
BID #24-04-3323LE – DO NOT OPEN”

If there are any questions regarding this Request for Proposal call Rachel Williams, Financial Management Information System (FMIS) Manager at (928) 871-7654 or email at [rwilliams@nnooc.org](mailto:rwilliams@nnooc.org).

The Navajo Nation reserves the right to reject any and all proposals not within the projected budget and may elect to award the contract not solely on the bid amount but on the bidder’s qualification. The due date for the proposal is **June 24, 2024**, at **5:00 pm**, MDST.

## INSTRUCTIONS TO BIDDERS AND GENERAL INFORMATION

### SCOPE

The Office of the Controller (OOC) manages the FMIS system which is the Navajo Nation's core operation for automated financial information processing. The FMIS system is an integrated suite of software applications also known as an Enterprise Resource Planning, or ERP system.

Our mission is to ensure technical support for the day-to-day operations and provide support activities of the FMIS system and responsible for information system uptime, data integrity and availability, and business continuity for the FMIS and HRS systems. The OOC currently collocates the FMIS system in Albuquerque at a data center but is planning to relocate this equipment. The principal objective of the collocation site is to ensure the maximum possible reliability and uptime of the FMIS system.

The Navajo Nation seeks proposals from qualified vendors for collocation space for three years as well as a vendor to move the existing equipment from the current datacenter to the new one. There are two options for bid submissions: Colocation Pricing and Relocation Pricing. ***Prospective bidders may bid on either portion or Both.***

#### **Colocation Proposal**

- Cabinet Requirements
  - 3 year term
  - Include any setup/buildout charges
  - 42U lockable Cabinet
  - Dual 30 amp 208v power
  - 1000mbps Internet bandwidth with /27 IP block
  - Internet cross connect included

#### **Relocation Proposal**

- Inventory of equipment to be moved
  - QTY 5 Dell vXRail E660F servers
  - Dell PowerStore 3000T
  - Data Domain DD6400
  - Data Domain ES40 expansion shelf
  - QTY 2 Brocade Connectrix DS-6610B fiber-channel switches
  - QTY 2 Dell EMC S5224F-ON Switch, 24x 25GbE SFP28
  - QTY 2 Dell EMC S3124F, L3, 24x, 2x 10GbE SFP
  - QTY 2 Palo Alto PA-820 firewalls
  - QNAP TS-1273 NAS
  - Dell PE 430 server
  - QTY 2 APC Metered Rack PDU

- QTY 4 APC PDUs
- Vendor must have strong knowledge of and experience with the following equipment/vendors/technology:
  - Dell EMC vxRail 7.x
  - Dell PowerVault
  - Dell PowerStore
  - Brocade fibechannel switches
  - Dell switch OS 9
  - Palo Alto PANO 10.2
  - Data Domain DDOS 7.10
- Tear Down (Move hardware from current facility Albuquerque, NM)
  - See skillset requirement below
  - Inventory equipment validate hardware
  - Shutdown Vxrail, Powerstore, Data Domain, Palto Alto, Switches, Cables,
  - Pack all hardware and rails from cabinet
  - Transport equipment to new data center location
- Set-Up: (Transfer) New Data Center Site
  - Delivery
  - Validate hardware equipment inventory
  - Internet Cross Connection
  - Power Distribution Installation
  - Installation of Powerstore, vxRail hosts, Data domain, QNAP, management server, cables, Powerstore,
  - Power on equipment, storage, vxRail, etc. and verify base functionality

The Navajo Nation is not responsible for any “Down Time” including late delivery of materials, any act of negligence on the supplier's part, and any unforeseen occurrence. These are not billable to the Navajo Nation and will not be considered for payment.

### **CONDITIONS GOVERNING THE INVITATIONS FOR BIDS**

The liability of the Navajo Nation under a contract formed from this solicitation is contingent upon the availability of funds. Pursuant to 2 N.N.C. §223(B), all contracts shall have sufficient funds available to perform the services under this Contract. Since the Navajo Nation is a Sovereign government, all contracts entered shall comply with all Navajo Nation laws, rules, and regulations as well as applicable federal laws, rules, and regulations.

### **AWARD OF BID – REJECTION OF BID**

The OOC reserves the right to accept bids all or in part. At the time of acceptance, the OOC also reserves the right to increase or decrease quantities of any item at the same price bid. The OOC reserves the right to reject any or all bids or to accept any bid that in its judgment will be in the best interest of the general public. It is the intention to award the contract to the lowest responsible bidder best meeting the requirement.

## **PREFERENCE OF NAVAJO AND INDIAN-OWNED BUSINESS**

Preference for Navajo and Indian-owned businesses will be given under the Navajo Nation Business Opportunity Act, 5 NNC §201 et. Seq. and the Navajo Nation Procurement Act 12 NNC §303. Certification of Navajo Owned Business will be assured by a certificate held by the Navajo Business Regulatory Department.

## **NAVAJO NATION SALES TAXES**

All work performed within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales TAX. 24 N.N.C §601 et. Seq. The Navajo Nation shall withhold from each payment to the “CONTRACTOR” 6% of the total invoice amount associated with work performed within the Navajo Nation. This account reflects the Navajo Sales Tax due on such invoice amount. This 6% shall be transferred to the Office of the Navajo Tax Commission as a payment of the tax on behalf of the “CONTRACTOR”.

## **BID INSTRUCTIONS**

All bid proposals shall be submitted in a sealed envelope, marked, and addressed as follows:

“Data Center Rental Disaster Recovery Site”  
BID #24-04-3323LE – DO NOT OPEN”

The name and address of the bidding firm should be shown in the upper left-hand corner of the envelope.

The Navajo Nation requires the proposal to include a sealed bid price. Failure to do so will result in a “non-responsive” classification and the proposal will be rejected. Please also include the following:

- Breakdown of cost allocation;
- Cost/expense justification and analysis to substantiate proposed pricing, if applicable.
- Please identify those items that are absolutely necessary to successful completion of the Project and the corresponding proposed pricing of those items. Please also identify all items that are optional and not necessary to the successful completion of the Project and the corresponding proposed pricing of those items.

## **EVALUATION AND CRITERIA**

Each bid must be accompanied by a letter of transmittal. The letter of transmittal shall contain the following:

1. Provide Statements of Qualifications, if applicable.
2. Identify the name, title, and telephone numbers of the person authorized to negotiate on behalf of the organization.

3. Certified dealership/vendor that meets all standards and qualifications.
4. Navajo Preference Certificate of Eligibility issued by the Navajo Business Regulatory Department, if applicable.
5. Required Insurance documents, i.e. Certificate of Liability Insurance.
6. Completed and signed W-9 Form.
7. Completed and signed Navajo Nation Certification Regarding Debarment and Suspension.

The bid committee will use the following point criteria in the contract award selection process. Proposals will be evaluated to determine the best vendor.

<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
<i>Priority 1 or 2 Vendor</i> <ol style="list-style-type: none"> <li>a. Priority 1 Vendor (10 pts)</li> <li>b. Priority 2 Vendor (5 pts)</li> <li>c. Non-priority Vendor (0 pts)</li> </ol>	0-10
<i>Bid Organization</i> <ol style="list-style-type: none"> <li>a. Typed proposal on 8-1/2" x 11" paper</li> <li>b. Binding and Indexing</li> <li>c. One Original bid with 3 copies</li> </ol>	5
<i>Letter of Transmittal</i> <ol style="list-style-type: none"> <li>a. Provide Statement of Qualifications</li> <li>b. Identifying individual(s) as specified above</li> <li>c. Provide completed and signed documents, Certificate of General Liability, NN Debarment and Suspension, and W-9 Form.</li> </ol>	15
<i>Conditions Governing the Invitation for Bids</i> Must be an authorized and fully certified licensed vendor that meets all the standards and qualifications.	10
<i>Proposed Costs: Base Option; Turnkey Option.</i> <ol style="list-style-type: none"> <li>a. Equipment</li> <li>b. Warranty</li> <li>c. Availability</li> </ol>	60
<b>Total Possible Maximum Score</b>	90-100

**SCHEDULE OF ACTIVITIES**

**DEADLINES**

1.	Public Advertisement	May 22, 2024
2.	Proposals Submissions	June 24, 2024
3.	Bid Opening	June 26, 2024

## **AVAILABILITY OF BID DOCUMENTS**

Bid Proposal documents are available on the website at [www.nnooc.org](http://www.nnooc.org) and at the Navajo Nation Office of the Controller, FMIS Support located at the Administration Building #1-1<sup>st</sup> Floor, FMIS Support Department, 2559 Tribal Hill Drive, Window Rock, Arizona 86515 between the hours of 8:00 A.M. and 5:00 P.M. (MDST) Monday through Friday. For more information, contact *Rachel Williams, FMIS Project Manager* at (928) 871-7654.

## **PROPOSAL SUBMISSION**

Sealed bid proposals shall be submitted to the Division of Finance, Navajo Nation Office of the Controller, Purchasing Department, Administration Building #1-First Floor, 2559 Tribal Hill Drive, Window Rock, Arizona 86515 before 5:00 p.m. (MDST) on June 24, 2024. Respondents who are expedited mailing their proposals should allow sufficient time for expedited mail delivery to ensure receipt by the time specified. Late proposals will not be accepted.

## **BID OPENING**

The Bid Opening meeting is scheduled for June 26, 2024, at 10:00 am (MDST). The location will be the Office of the Controller, Window Rock, AZ 86515.

## **WITHDRAWAL OF BID**

No bid proposal shall be withdrawn for 60 calendar days after the opening of the bid without the consent of the owner.