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## Request for Proposal for Information Technology – Equipment Renewal

### SECTION 1 – OVERVIEW

#### A. General Information

- a. The Navajo Division of Transportation (Navajo DOT) is requesting a proposal for Information Technology – Equipment Renewal.

The Request for Proposals process will identify, evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm must have all required items specified under the Scope of Work.

- b. Request for Proposals (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting July 3, 2024, during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact Navajo DOT at 505.371.8300/8301 to request a package. You may also download the RFP from the Navajo DOT website at <http://www.navajodot.org>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a listed hardware/software for the Navajo DOT to include but not limited to:

- i. New Equipment with Extended Warranties.

- d. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	July 8, 2024
2.	RFP Submittal Deadline	July 26, 2024
3.	Evaluation of RFP & Firm(s)	July 30, 2024
4.	Final Selection of Firm(s)	July 31, 2024

- e. Inquires – Navajo DOT will accept or reply to any inquiries for this RFP.

- f. Proposal Submittal Deadline – Proposal must be physically submitted to the following address by July 26, 2024, by 4:00 PM (Mountain Daylight Time):

Navajo Division of Transportation  
ATTN: Evans Bennallie  
Navajo Transportation Complex  
#16 Old Coal Mine Road  
Mentmore, NM 87319

**LATE, FACSIMILED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED. These will be un-rated and firms responding in such manner shall be considered non-responsive.**

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposal – Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- i. Proprietary Information – Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information shall be stamped or imprinted “*PROPRIETARY*.”
- j. Ownership of Proposal – All material submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – Navajo DOT is not liable for any cost incurred by the firm(s) prior to issuance of a Purchase Order.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Purchase Order. Failure of the firm to accept these obligations may result in cancellation of the Purchase Order. No percentage of the Purchase Order will be paid to the vendor for items, firm will be obligated to have all products up front without Navajo DOT issuing out a partial payment.
- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100-point system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Award of Purchase Order – Navajo DOT will award the top-rated firm(s). Upon selection, the firm will be notified, upon Navajo DOT acceptance of the Proposal and estimates (fee proposal, etc.) provided by the firm(s), a Purchase Order will be issued. The Purchase Order shall be effective from the executed date of the Purchase Order between the Navajo Nation and the firm(s).
- o. Taxes – All work performed and services provided 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.).
- p. Insurance – The Navajo Nation requires the successful firm(s), at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as commercial general liability; automobile liability; worker’s compensation; professional liability errors and omissions liability; etc.

## SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

### A. Proposal Submission

- a. Proposals (s) shall be submitted in a sealed envelope clearly marked:
  - i. **“DO NOT OPEN RFP #24-07-3397SB– Information Technology Equipment Renewal”**
  - ii. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.
- b. Proposal Standards – The firm shall submit one (1) original and three (3) identical copies of their RFP packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The Proposal standards are as follows:
  - i. The RFP quotes may not exceed 20 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
  - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
  - iii. The following information is not included in the 10-page limit: Cover Letter on Company letterhead.
  - iv. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**

### B. Proposal Review Process

- a. Receipt of proposal will be verified on the due date specified. Navajo DOT will screen and evaluate proposals received in accordance to the following criteria. Proposals which fail this check will be considered non-responsive and will be un-rated.
  - i. Proposal is received by the required deadline date and time.
  - ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.

### C. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
- b. Navajo DOT will rate the Proposals based on specifications of items proposed and rank will be determined as most responsive.

### D. Award of Purchase Order

- a. Navajo DOT will retain the purchase of the top rated and ranked firm. Upon selection, the firm will be notified with an Official Purchase Order from Navajo Nation.
- b. Navajo DOT will issue an electronic copy of the Purchase Order and the Official Copy of the Purchase Order will be sent via mail upon execution of the Purchase Order. No purchase shall be performed by the firm until such Purchase Order is given by Navajo DOT via electronic mail or mail. Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a Purchase Order.

**SECTION 3 – Scope of Work**

A. Description of Work

- a. The selected firm shall provide the following listed items New and NOT USED nor Refurbished. Items submitted must be equivalent or greater than the following:

Description	Quantity
HP E34m G4 WQHD Curved USB-C Conferencing Monitor w/ 5Year Warranty 40Z26AA#ABA	98
Adobe Acrobat Pro 2020 Perpetual License	80
Apple 14-inch MacBook Pro - Silver - w/ AppleCare+ for 14-inch MacBook Pro (M3) - 3 Year	2
Apple 13-inch MacBook Air with M3 chip - Silver w/ AppleCare+ for Mac - 3 Year	1
Apple Studio Display	4
Apple Magic Keyboard with Touch ID and Numeric Keypad for Mac - Black Keys	3
Apple Magic Mouse - Black Multi-Touch Surface	3
Apple Magic Trackpad - Black Multi-Touch Surface	3
Apple USB-C to USB Adapter	5
Apple USB-C Digital AV Multiport Adapter	5
Apple iPad Pro 512GB Silver Wi-Fi + Cellular (2024) + Apple Care 2Yr	12
Apple iPad Pencil Pro	15
Apple iPad 10.9 - 10th Gen - 256GB Silver - WIFI + Cellular	3
HP E45c G5 DQHD Curved Monitor - 6N4C1AA#ABA w/ 5Year Warranty	18
HP Elite SFF 800 G9 Desktop PC with w/ 5Year Warranty - A1VG5UA#ABA Windows 11 Pro	20
HP EliteBook 860 16 inch G10 Notebook PC - 8E975UA#ABA w/ 5Year Warranty	18
HP Envy All-in-One 34 AIO Desktop - 4G585AV_1 SPECS BELOW - Windows 11 Pro - Intel® Core™ i7- 12700 (2.1 GHz up to 4.9 GHz, 25 MB L3 cache, 12 cores) - 32 GB DDR5-4000 MHz RAM (2 x 16 GB) - 512 GB PCIe® NVMe™ M.2 SSD - NVIDIA® GeForce RTX™ 3050 (4 GB GDDR6 dedicated) - 330 W 80 Plus Platinum certified power supply - Realtek Wi-Fi 6 (2x2) and Bluetooth® 5.2 combo	8
HP OfficeJet 250 Mobile All-in-One Printer - CZ992A#B1H w/ 3Yr Active Care	3
HP ZBook Fury 16 G10 Mobile Workstation w/ HP 3 w/ 5Year Warranty - 8B668UA#ABA Windows 11 Pro	31
HP Power 16 inch G11 Mobile Workstation PC - A20H5UA#ABA w/ 5Year Warranty Windows 11 Pro	3
HP Thunderbolt Dock 120W G4 - 4J0A2AA#ABA	16
HP Thunderbolt Dock 280W G4 w/Combo Cable - 4J0G4AA#ABA	27
ASUS - (Socket LGA 1700) Intel Z790 ATX DDR5 Wi-Fi 6E Motherboard - Black ROG MAXIMUS Z790 HERO	4
Intel Core i9-11900K - Core i9 11th Gen Rocket Lake 8-Core 3.5 GHz LGA 1200 125W - Processor - BX8070811900K	2

IFB: Information Technology – Equipment Renewal

RFP NO: 24-07-3397SB

Opening Date: July, 8, 2024

<p>HP Z6 G5 Tower Workstation SPECS BELOW                      HP Z6 Tower G5 - 1125 W                      Intel® Xeon® w5-3423 Processor (2.1 GHz, 12 core, 220 W)                      64 GB (2 x 32 GB) DDR5-4800 DIMM ECC Registered Memory (1 processor)                      Type-C SuperSpeed USB 20Gbps Front IO v2 Premium Module                      Operating System Load to M.2 Windows 11 Pro                      2 TB HP Z Turbo Drive TLC M.2 SSD                      NVIDIA RTX™ 4000 Ada Generation (20 GB GDDR6 ECC, 4 x DisplayPort 1.4)                      Intel® AX210 Wi-Fi 6E + Bluetooth 5.2 (no-vPro™) with External Antenna                      HP SD Card Reader                      9.5mm DVD-ROM 1st Optical Disc Drive                      HP 5 year Active Care Next Business Day Response Onsite Workstation Hardware</p>	5
HP Renew Business 17.3-inch Laptop Backpack - 3E2U5UT	40
Logitech Webcam - 960-001390	85
Logitech Computer Speakers - Z207 - 980-001294	75
Logitech Keyboard + Mouse Combo - MK710 - 920-002416	75
Microsoft Surface 127W Power Supply for Business	8
<p>Surface Laptop 6 for Business                      - 15 inch                      - Black                      - Intel® Core™ Ultra 7 Processor 165H                      - 64GB RAM                      - 1TB SSD                      - Microsoft Complete for Business Plus - 4 year</p>	7
<p>Surface Studio 2+                      - 11th Gen Intel Core H35 i7                      - 32GB RAM                      - 1TB SSD                      - NVIDIA GeForce RTX 3060                      - Microsoft Complete Protection Plan                      - Microsoft Complete for Surface Studio - 4 year</p>	3
Ricoh fi-8140 Scanner w/ S8170-AEMYNBD-5 - w/ 5Year Warranty	50
Surface Thunderbolt 4 Dock for Business	6
Surface USB-C Travel Hub for Business	6
UAG Metropolis SE Folio Case - Black - 12339X114040	12
UAG Metropolis Series iPad Pro 12.9 (6th Gen) Folio Case	2
UPS Battery - APC - BR1500MS2	80
<p>Dell XPS 16 Laptop 9640                      - 16 inch                      - Graphite                      - Windows 11 Pro                      - Intel® Core™ Ultra 9 processor 185H (24MB Cache, 16 cores, up to 5.1 GHz)                      - 64GB RAM                      - 4TB SSD                      - NVIDIA® GeForce RTX™ 4070, 8 GB GDDR6                      - 4Yr ProSupport Plus with ProSupport and AD and KYHD and Service Account Mgr                      - Extended Battery 2 years</p>	3

IFB: Information Technology – Equipment Renewal

RFP NO: 24-07-3397SB

Opening Date: July, 8, 2024

Intel - Core i9-14900K 14th Gen 24-Core 32-Thread - 4.4GHz (6.0GHz Turbo) Socket LGA 1700 - BX8071514900KSKU	4
Samsung - 990 PRO 4TB Internal SSD PCIe Gen 4x4 NVMe - MZ-V9P4T0B/AM	8
CORSAIR – Memory - 64GB (2x32GB) DDR5 6600MHz CL32 UDIMM Memory – Black - CMH64GX5M4B6600C32	4
CORSAIR - iCUE LINK H150i QX 360mm Radiator CPU Cooler - CW-9061008-WW	4
CORSAIR - iCUE LINK QX120 120mm PWM Computer Fan (3-pack) – Black – CO-9051002-WW	4

The hardware and software described herein shall be utilized for the purpose of the Navajo Nation/Division of Transportation’s Information Technology’s Equipment Renewal.

**SECTION 4 – Proposal Content and Evaluation Criteria**

A. Qualification of the Firm. Proposals must specifically address and affirm the following:

- a. Letter of Interest that indicates why your firm should be selected to provide the Information Technology – Equipment Renewal
- b. Evidence of Insurances; such as Professional Liability Insurance

B. Navajo Business Opportunity

- a. The Navajo DOT will follow Navajo Business Opportunity Act Title; stating Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service).
- b. Certified Navajo Business – Must provide proof that business is currently certified by the Navajo Nation – Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- c. Navajo Nation Businesses bidding under the Navajo Business Opportunity Act shall clearly note their Priority 1 or Priority 2 status in the Envelope and or Subject line of Bid Proposal.

C. Specifications Proposed

- a. Proposed Hardware and Software
  - i. List all proposed hardware and software as described in Section 3 – Scope of Work – Description of Work.
- b. Cost Breakdown
  - i. Include the cost of each proposed item in the specification sheet, along with a detailed breakdown of each item.
- c. Proposal Details - The proposals should include:

- i. Cost of proposed items
- ii. Quantity of each item
- iii. Shipping cost
- iv. Navajo Nation Sales Tax (6%)
- v. Total amount

d. Proposal Attachments - The proposals should include:

- i. Updated W9 – Revision (2024)
- ii. Navajo Debarment and Suspension Form
- iii. Navajo Nation Business Priority Certificate (If claiming Navajo Preference)

### SECTION 5 – Rating System on Evaluation Criteria

A. Description of the components are provided in Section 4 – Proposal Content and Evaluation Criteria.

B. Each proposal will be evaluated and rated as follows:

	<u>COMPONENTS:</u>	<u>SCORING:</u>
A.	Organization of RFP	25 Points
B.	Letter of Transmittal	15 Points
C.	Specifications of Submitted Systems	50 Points
H.	Three References	10 Points
<b>Total Points</b>		<b>100 Points</b>
J.	Navajo Preference (Priority #1)	10 Points
K.	Navajo Preference (Priority #2)	5 Points

It is the intent of Navajo DOT to score the firms according to the proposals submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

**### End of Request for Proposal - 24-07-3397SB###**

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://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.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b>	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.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> 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) _____ <b>Note:</b> 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) _____	<b>4</b> 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>	
	<b>3b</b>	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"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	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.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									

**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.

<b>Sign Here</b>	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](http://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**

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