

Request for Proposals
Navajo Nation Department of Justice Office of the Attorney General
Information Technology Equipment - Window Rock, AZ
Invitation Bid No. Bid no 24-01-3236GC

Public Notice begins: January 31, 2024

Proposal Submission Deadline: February 6, 2024

RFP Name: Authorized Information Technology Equipment

RFP Number: Bid no 24-01-3236GC

Background:

The Department of Justice and Office of the Attorney General (“NNDJ”) provide legal services to the three (3) branches of the Navajo Nation government. This Request for Proposal (RFP) seeks offers from qualified vendors to provide Information Technology Equipment according to the specifications listed below.

Navajo Business and Opportunity Act Certification:

It is the responsibility of the Offeror to identify on their offers whether they are a certified vendor under the Navajo Nation Business Opportunity Act (“NBOA”). When applicable, the Offerors must visibly mark the outside of their sealed proposal with the offeror’s NBOA priority status.

Proposal Schedule

The NNDJ seeks Office Information Technology (IT) Equipment for two (2) buildings located at 2521 Old BIA Clubhouse Building and 2522 Pink Butler Building in Window Rock, AZ.

	Schedule of Activities	Date
1.	Issue of RFP	January 31, 2024
2.	RFP questions due Email questions to: Brittany Tso Senior Programs & Project Specialist btso@nndoj.com	February 4, 2024
3.	Proposal submission deadline	February 6, 2024
4.	Proposal Opening Evaluation and Selection Begins	February 7, 2024
5.	Notice of Selection	February 9, 2024

This RFP describes the technical and performance specifications for the required IT Equipment goods/services. Additionally, it contains an overview of the general terms and conditions under which the IT equipment shall be provided.

General Description: Soliciting proposals for IT equipment.

SECTION I

SCOPE OF WORK - The NNDOJ is soliciting proposals for a one-time purchase of computer equipment as outlined below.

REQUIREMENTS: The following are the specifications for the items, or their equivalents, sought:

Quantity	Product Description
140	HP ZBook Firefly G10, 16.0" Notebook Workstation, Intel Core i7-1360P 12-Core, 32GB DDR4 SDRAM, 512GB SSD, Intel Iris Xe Graphics, No Wired Ethernet, 5MP Webcam and Microphone, Wireless-AX, Bluetooth 5.2, No Optical Drive, Windows 11 Pro, 16.0" 1920x1080 Touchscreen, Backlit Keyboard, Weight 3.79lbs
10	Microsoft - Surface Pro 9 - 13" Touch-Screen - Intel Evo Platform Core i7 - 32GB Memory - 1TB SSD – with wireless keyboard (Latest Model) - Platinum
10	Microsoft - Surface Slim Pen 2 and Pro Signature Keyboard for Pro X, 8, 9 - Black
8	Surface Thunderbolt™ 4 Dock
16	Microsoft Surface USB-C to HDMI Adapter - USB Type C - HDMI
140	Dell Ultrasharp 49 U4924DW 49" WQHD Ultrawide Curved Monitor
90	HP 280W Thunderbolt Dock G4 Docking Station
90	Tripp Lite Smart Pro Digital LCD UPS 1500VA, 900Watts, AVR, Line-Interactive, (8) Battery Outlets, Tower Digital UPS
140	Fujitsu Scan snap IX1600 Scanner Black. 4.3-Inch Touchscreen
140	Logitech Zone Wired Teams Headset & C925e Webcam Bundle
140	Adobe Acrobat 2020 Professional Perpetual License, 1-PC User Only
80	Logitech MK850 Performance Full-Size Wireless Optical Keyboard and Mouse, Wireless or Bluetooth, Black
60	Logitech MK860 Ergonomic Bundle, Includes Logitech K860 Ergonomic Keyboard + Logitech MX Vertical Ergonomic Mouse
140	HP Renew Business 17.3-Inch Laptop Backpack
140	3M Bright Screen Privacy Filter 16:10 For HP Zbook 16 Laptop
600	SanDisk 32GB Ultra Dual Flash Drive
3	Meeting Owl 3 (Next Gen) 360-Degree, 1080p HD Smart Video Conference Camera, Microphone, and Speaker (Automatic Speaker Focus & Smart Zooming)
3	Owl Labs USB-C To USB-C Cable 16-Feet
6	HP Officejet 250 Mobile All-In-On Printer Copier, Scanner, 256MB Memory, USB 2.0 or Wireless, Includes Long-Lasting Battery, 2.65-Inch Touchscreen

24	HP 62XL High Yield Black Original
24	HP 62XL High Yield Tri-Color Original
6	Startech 15-Foot USB Cable
6	Targus Rolling Laptop Case Black
2	ViewSonic 98-Inch Diagonal Class LED Display Interactive with Touchscreen Multi-Touch, With MyViewBoard Manager
2	ViewSonic Electric Height Adjustable Mobile Cart with Smooth Motorized Lift
100	Adapter- USB-C to Ethernet
40	HP 65Watt AC Adapter for EliteBook 840 G8
10	Cisco Catalyst 9500 Switch 48 Ports POE + Cisco Smart Net Care Service 3 or 5 year support
6	HP Color LaserJet Enterprise M751DN, Prints 11x17
20	HP 658X Black High-Yield Toner Cartridge 28,000 Page Yield for M751DN
20	HP 658X Cyan High-Yield Toner Cartridge 28,000 Page Yield for M751DN
20	HP 650X Yellow High-Yield Toner Cartridge 28,000 Page Yield for M751DN
20	HP 650X Magenta High-Yield Toner Cartridge 28,000 Page Yield for M751DN
4	Vaultek Life Pod BLP10 Biometric Portable Safe Covert Black
1	Cabela's Signature E-Lock 25-Gun Safe
140	Pluggable USB C to USB Adapter Hub, 4 Port USB 3.0 Hub, USB Splitter for Laptop
20	Jabra SPEAK 510 MS - VoIP desktop speakerphone
60	Angler Bi-Color Ring Light Kit with Light Stand 18-Inches
100	20ft Cat6 Snagless Unshielded (UTP) Ethernet Network Patch Cable - Black - patch cable - 20 ft - black
100	CAT6 Shielded Ethernet Patch Cable, 40Gbps, Snagless, 3 ft, Black,

Navajo Nation standards: Any office IT equipment proposed shall meet all current applicable Navajo Nation standards and requirements.

SECTION II

Submit Proposals by Mail or Deliver to:

The Navajo Nation Purchasing Services Department

Attn: Sharon Belone

BID NO. Bid no 24-01-3236GC

DELIVER:

Admin. Building 1
2559, Window Rock Blvd.
Window Rock, AZ

MAIL:

PO Box 3150
Window Rock AZ, 86515-3150
(928) 871-6320

The proposal submit must contain the following documents to be considered for Contract Award:

1. Navajo Nation Certification Regarding Debarment & Suspension (attached);
2. Federal Form W-9;
3. Certificate of Insurance showing Offeror's current General Liability Insurance coverage;
4. Evidence that Offeror's Licensed and bonded;
5. Certificate of Offeror's NBOA Priority Classification, if applicable; and
6. Certificate of Good Standing issued by the Business Regulatory Department showing Offeror is authorized to operate on the Navajo Nation.

The proposal must meet the following form requirements:

1. include the original proposal and three copies;
2. be typewritten on standard 8-1/2" x 11" paper (larger paper permissible for charts, maps, or the like); and
3. be placed within a binder with tabs delineating each section; and
4. be submitted in a sealed envelope, and if applicable, show the Offeror's NBOA Priority Classification on the exterior.

The proposal must be organized and indexed in the following format:

1. Letter of Transmittal;
2. OFFEROR'S Qualifications;
3. Proposal on Contract Approach; and
4. Cost Proposal (Sealed in Separate Envelope from Proposal)

Each required submission is further detailed below.

The **Letter of Transmittal** shall include:

- a. background on company;
- b. the name of person submitting the proposal, including being signed by said person;
- c. the name, title, e-mail, and telephone number of the person authorized to negotiate on behalf of the organization(s);
- d. the names, contact information, and telephone numbers of the person to contact for clarification;
- e. the OFFEROR'S explicit acceptance of the conditions governing this procurement;
- f. a statement acknowledging receipt of all amendments to the RFP; and
- g. be endorsed with the signature of the official/agent having the authority to bind the

OFFEROR through execution of a contract.

The **OFFEROR's qualifications** shall include:

- a. resume of person(s) responsible for providing the work and goods under the contract, including the number of years the person(s) has experience working with Navajo Nation or other government entities, if any;
- b. name of the field relation degree or certification;
- c. any safety certification; and
- d. three (3) references for the business/person responsible for submitting the proposal.
 - each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity, and substance of the services to be provided. These references should include past and present clients.

The **Proposal on Contract Approach** shall include:

- a. details of how the OFFEROR would accomplish the objectives described in this RFP, including specific information and sample reports regarding its approach to providing the authorized Information Technology Equipment noted in Sections I-III; and
- b. the number of employees in the company/organization providing the work and goods under this RFP.

The **Cost Proposal** shall include:

- a. the total proposed cost for the procurement;
- b. a budget breakdown per unit of goods;
- c. the price of attendant service fees; and
- d. include the Navajo Nation six percent (6%) sales tax or applicable local tax.

ADDITIONAL RFP REQUIREMENTS

1. **REJECTION OF PROJECTIONS:** The Navajo Nation reserves the right to reject any or all OFFEROR qualifications and shall be the sole judge of the merits of each.
2. **PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the NBOA. Prospective OFFERORS shall familiarize themselves with Navajo Nation laws and regulations prior to submitting offers for this RFP, and may request a copy of the Navajo Nation Procurement Act and Regulations from the NNDOJ/OAG, SPPS at any time prior to the Offer Submission Deadline.
3. **INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Brittany Tso, the Senior Programs & Project Specialist, at btso@nndoj.com, or 928-871-6928. Only written responses to questions are considered official. Questions regarding this RFP will be accepted until 5:00pm MST on February 4, 2024.
4. **AMENDED PROPOSALS:** An OFFEROR may submit an amended proposal before the Offer Submission Deadline. Such amended proposals shall be in writing, include a complete replacement for a previously submitted proposal conforming to the requirements of this RFP, and accompanied by a transmittal letter clearly identifying its status as an amended proposal.
5. **AMENDED PROPOSAL NBOA PRIORITY CLASSIFICATION:** An OFFEROR may submit, before the Offer Submission Deadline, a written letter indicating its NBOA Priority

Classification if it determines it omitted such classification on the exterior of its proposal. Such amended proposal letter need not be accompanied by replacement copies of the proposal.

6. **OFFER SUBMISSION DEADLINE:** Proposal must be received on or before 4:00pm (MST) February 6, 2024. Mailed proposal should be sent allowing sufficient time for mail delivery and Navajo Nation receipt of the proposal by the Offer Submission Deadline. If mailed, proposals should be sent by certified mail to the address indicated in Section II. Late proposals will not be accepted.
7. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information included in a proposal shall be labeled or identified with the word “Proprietary,” and will be handled in accordance with applicable purchasing procedures.
8. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding the RFP shall become property of the Navajo Nation and will only be returned to the OFFEROR upon request and at the OFFEROR’S cost. Proposals received will be retained by NNDOJ/OAG and may be reviewed according to the requirements of the Navajo Nation Privacy Act and the Procurement Act and Regulations after final selection has been made. The NNDOJ/OAG reserves the right to use any or all ideas presented in a offer to this RFP. Disqualifications or non-selection of an OFFEROR or its proposal does not eliminate this right.
9. **INCURRING COSTS:** Any cost(s) incurred by the OFFEROR in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the sole responsibility of the OFFEROR.
10. **SUFFICIENT APPROPRIATION:** A Contract Award issued as result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. The Navajo Nation shall put into effect such termination or reduction in scope through written notice to the OFFEROR. The OFFEROR shall accept as final the NNDOJ/OAG’s decision to terminate a contract or reduce its scope.
11. **EVALUATION PROCEDURES AND SELECTION CRITERIA:**
 - a. Proposals received prior to the Offer Submission Deadline shall be evaluated by an evaluation team in accordance with the general criteria of this RFP. OFFERORS should be prepared to provide any additional information the team requests to provide clarification and allow for fair evaluation of all proposals.
 - b. An OFFEROR’S failure to provide information required by this RFP shall result in rejection of the proposal.
 - c. The sole objective of the evaluation team will be to select the Responsible OFFEROR that is most responsive to the needs to NNDOJ/OAG. The specifications in this RFP represent the minimum performance requirements necessary for an offer.
 - d. Based on the evaluation criteria established in this RFP, the evaluation team will select and issue a Contract Award to the OFFEROR that best meets this RFP’s objectives.
 - e. The NNDOJ/OAG reserves the right to evaluate for responsibility and responsiveness to this RFP any and all offers received, including solely evaluating an offer if there is only one responsive proposal.

- f. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Criteria	Points Eligible
<i>Presentation of Response</i>	1-20
Clarity of Presentation	
Proposal Organization and Presentation indicates Understanding NNDOJ/OAG Objectives	
Proposal conformance to requirements of this RFP	
Offeror Qualifications	1-20
References Provided – assurance thereof	
Technical Requirements	1-20
Procurement Project Accomplishments	
Specification for Goods met	
Project Management	1-20
Experience Schedule/Project Plan/ Staffing	
Related Experience and/or Education (credentials)	
Cost of Goods and/or services and fees	1-20
TOTAL POSSIBLE POINTS	100

12. **CONTRACT PROVISIONS:** The Navajo Nation reserves the right to incorporate any contract provision(s) into a contract or during negotiations, including any standard requirements, in response to a proposal submitted for this RFP.

- a. A contractor shall comply with the following Federal Awards Guidelines:
 - i. 200.330-Reporting on real property;
 - ii. 200.331-Subrecipient and contractor determinations; and
 - iii. 200.338-Restrictions on public access to records.

13. **TAX:** The Cost Proposal shall contain all appropriate taxes, including the Navajo Sales Tax. All goods delivered or work performed within the territorial jurisdiction of the Navajo Nation is subject to six percent (6%) Navajo Sales Tax, 24 N.N.C. §§ 601 *et seq.*.

14. **SOVEREIGNTY:** The Navajo Nation does not relinquish any of its sovereignty rights, either within this RFP or a resulting contract. All contracts issued under this RFP shall be governed by the laws of the Navajo Nation.

SECTION III

OFFEROR REQUIREMENTS: All OFFERORS must meet, as a minimum, the requirements of this RFP, including meeting the specifications for any goods. Submitted proposals must reflect in detail the inclusion of the below Technical and Performance Specifications, as well as the additional requirements of in Sections I and II. OFFEROR should also provide technical information for delivery and delivery services required.

Technical and Performance Specifications

Quantity	Product Description
140	HP ZBook Firefly G10, 16.0" Notebook Workstation, Intel Core i7-1360P 12-Core, 32GB DDR4 SDRAM, 512GB SSD, Intel Iris Xe Graphics, No Wired Ethernet, 5MP Webcam and Microphone, Wireless-AX, Bluetooth 5.2, No Optical Drive, Windows 11 Pro, 16.0" 1920x1080 Touchscreen, Backlit Keyboard, Weight 3.79lbs
10	Microsoft - Surface Pro 9 - 13" Touch-Screen - Intel Evo Platform Core i7 - 32GB Memory - 1TB SSD – with wireless keyboard (Latest Model) - Platinum
10	Microsoft - Surface Slim Pen 2 and Pro Signature Keyboard for Pro X, 8, 9 - Black
8	Surface Thunderbolt™ 4 Dock
16	Microsoft Surface USB-C to HDMI Adapter - USB Type C - HDMI
140	Dell Ultrasharp 49 U4924DW 49" WQHD Ultrawide Curved Monitor
90	HP 280W Thunderbolt Dock G4 Docking Station
90	Tripp Lite Smart Pro Digital LCD UPS 1500VA, 900Watts, AVR, Line-Interactive, (8) Battery Outlets, Tower Digital UPS
140	Fujitsu Scan snap IX1600 Scanner Black. 4.3-Inch Touchscreen
140	Logitech Zone Wired Teams Headset & C925e Webcam Bundle
140	Adobe Acrobat 2020 Professional Perpetual License, 1-PC User Only
80	Logitech MK850 Performance Full-Size Wireless Optical Keyboard and Mouse, Wireless or Bluetooth, Black
60	Logitech MK860 Ergonomic Bundle, Includes Logitech K860 Ergonomic Keyboard + Logitech MX Vertical Ergonomic Mouse
140	HP Renew Business 17.3-Inch Laptop Backpack
140	3M Bright Screen Privacy Filter 16:10 For HP Zbook 16 Laptop
600	SanDisk 32GB Ultra Dual Flash Drive
3	Meeting Owl 3 (Next Gen) 360-Degree, 1080p HD Smart Video Conference Camera, Microphone, and Speaker (Automatic Speaker Focus & Smart Zooming)
3	Owl Labs USB-C To USB-C Cable 16-Feet
6	HP Officejet 250 Mobile All-In-One Printer Copier, Scanner, 256MB Memory, USB 2.0 or Wireless, Includes Long-Lasting Battery, 2.65-Inch Touchscreen
24	HP 62XL High Yield Black Original

24	HP 62XL High Yield Tri-Color Original
6	Startech 15-Foot USB Cable
6	Targus Rolling Laptop Case Black
2	ViewSonic 98-Inch Diagonal Class LED Display Interactive with Touchscreen Multi-Touch, With MyViewBoard Manager
2	ViewSonic Electric Height Adjustable Mobile Cart with Smooth Motorized Lift
100	Adapter- USB-C to Ethernet
40	HP 65Watt AC Adapter for EliteBook 840 G8
10	Cisco Catalyst 9500 Switch 48 Ports POE + Cisco Smart Net Care Service 3 or 5 year support
6	HP Color LaserJet Enterprise M751DN, Prints 11x17
20	HP 658X Black High-Yield Toner Cartridge 28,000 Page Yield for M751DN
20	HP 658X Cyan High-Yield Toner Cartridge 28,000 Page Yield for M751DN
20	HP 650X Yellow High-Yield Toner Cartridge 28,000 Page Yield for M751DN
20	HP 650X Magenta High-Yield Toner Cartridge 28,000 Page Yield for M751DN
4	Vaultek Life Pod BLP10 Biometric Portable Safe Covert Black
1	Cabela's Signature E-Lock 25-Gun Safe
140	Plugable USB C to USB Adapter Hub, 4 Port USB 3.0 Hub, USB Splitter for Laptop
20	Jabra SPEAK 510 MS - VoIP desktop speakerphone
60	Angler Bi-Color Ring Light Kit with Light Stand 18-Inches
100	20ft Cat6 Snagless Unshielded (UTP) Ethernet Network Patch Cable - Black - patch cable - 20 ft - black
100	CAT6 Shielded Ethernet Patch Cable, 40Gbps, Snagless, 3 ft, Black,