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

Bid Open: February 26, 2024 Bid Close: March 1, 2024

Invitation: Authorized Information Technology Equipment

Background:

The Department of Justice and Office of the Attorney General provides legal services the three (3) branches of the Navajo Nation Tribal government. The Department is issuing this Request for Proposal (RFP) in an effort to receive proposals from qualified vendors to provide Information Technology Equipment according to the specifications listed below.

It is the responsibility of the Offeror to identify themselves as a certified vendor under the Navajo Nation Business Opportunity Act. The Offerors must visibly mark on the outside of the sealed bid, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act.

Bid Schedule

The Department of Justice and Office of Attorney General, Office Information Technology Equipment for (2) Buildings located at 2521 Old BIA Clubhouse Building and 2522 Pink Butler Building in Window Rock, AZ.

	IFB Schedule of Activities	Date
1.	Issue of Invitation for Bids	February 27, 2024
2.	RFP- Questions Due Email:	March 1, 2024
	Brittany Tso (Senior Programs &	
	Project Specialist, SPPS)	
	btso@nndoj.com	
3.	NNDOJ RFP Proposals Due	March 6, 2024
4.	Official Opening of NNDOJ Proposals;	March 8, 2024
	A. Evaluation and Selection	
	Begins	
5.	Notice of Selection	March 11, 2024

This RFP describes the technical and performance specifications for the Information Technology Equipment services. Additionally, it contains an overview of the general terms and conditions under which the I.T equipment is to be provided.

General Description: Soliciting quotes of I.T equipment.

SECTION I

SCOPE OF WORK- The Office of the Attorney General is soliciting quotes to establish a one-time purchase of computer equipment as outlined below.

REQUIREMENTS: The following are the requirements for the items below or equivalent to items listed.

Quantity	Product Description	
115	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 TM 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	
2	Vaultek Life Pod BLP10 Biometric Portable Safe Covert Black	
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,	

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

SECTION II

Submit Bids, Mail or Deliver to:

The Navajo Nation Purchasing Services Department

Attn: Grace Coan

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

PO Box 3150, Window Rock AZ, 86515-3150

(928) 871-6318

RE-BID NO. 24-01-3236GC

The following documents are required and must be submitted

- 1. Navajo Nation Certification Regarding Debarment & Suspension (attached)
- 2. Federal Form (W-9)
- 3. Proposal Format:
 - 1. OFFEROR(s) must indicate if they are priority one or two vendor with the Navajo Nation.
 - 2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a binder with tabs delineating each section. Larger paper permissible for charts, maps, or the like.
 - 3. An original RFP response and three (3) copies must be provided in sealed envelope.
 - 4. The proposal must be organized and indexed in the following format:
 - a. A Letter of transmittal
 - b. Statement of Qualifications
 - c. Proposal on Contract approach
 - d. Proposed Cost (Sealed in Separate Envelope)
 - 5. Each Proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company:
 - b. Identify the name of person responding to the RFP:
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization (s):
 - d. Identify the names, files, and telephone numbers of person to contact for clarification:
 - e. Explicitly indicated acceptance of the conditions governing this procurement:
 - f. Be signed by the person responding to the RFP; and
 - g. Acknowledge receipt of any and all amendments to the RFP.
 - 6. THE OFFEROR must submit a statement of qualifications to include:
 - a. Resume
 - b. Number of years of experience working with Navajo Nation government or other government entities.
 - c. Provide three (3) references. 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 services provided. These references should include past and present clients, including names and contact information.
 - d. Field related Degree and/or certification

- e. Safety Certification
- f. The OFFEROR must provide a Certificate of Liability Insurance
- 7. OFFEROR must provide proposal on contact approach.
 - a. Provide in detail how they would accomplish the objectives describe in the scope of work. This section must include details and sample reports regarding in approach to completing Office Furniture and Installation services for all facilities listed above.
 - b. Provide number of employees in the company/organization.
- 8. OFFEROR must submit a cost and budget breakdown
 - a. This section must include a detailed cost proposal broken down in the following areas:
 - 1. Price of service fees
 - 2. Navajo Nation Tax of 6% or applicable local tax
 - 3. Total cost
- B. REJECTION OF PROJECTIONS: The Nation reserves the right to reject any or all statements of qualifications and shall be the sole judge of the merits of the respective statements of qualifications received.
- C. PROCUREMENT OF RFP: This procurement shall be conducted in accordance with all applicable Navajo Nation Laws and Regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and law shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of the Navajo Nation Procurement regulations from the NNDOJ/OAG, SPPS at any time up to the Deadline for Proposals.
- D. INQUIRIES: Any inquiries regarding this RFP should be submitted in writing to Brittany M. Tso, Senior Programs and Project Specialist (SPPS). Only written responses to questions will be considered official. All questions will be directed to Brittany M. Tso at 928-871-6928 email: btso@nndoj.org. Questions regarding this procurement will be accepted until 5:00pm MDT on March 1, 2024.
- E. AMENDED PROPOSALS: An OFFEROR may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- F. PROPOSAL SUBMISSION: Proposal must be received on or before 4:00pm (MDT) January 12, 2024. OFFERORs who are mailing their proposal should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. Late Proposal will not be accepted.
- G. PROPRIETARY INFORMATION: Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word "Proprietary" or "Confidential".
- H. RESPONSE MATERIAL OWNERSHIP: All material submitted regarding the RFP shall become property of the Navajo Nation and will not be returned to the OFFERROR. Responses received will be retained by NNDOJ/OAG and may be reviewed by any person after final selection has been made. NNDOJ/OAG has the right to use any or all system ideas presented in reply to this RFP. Disqualifications or non-selection of an

- OFFEROR or proposal does not eliminate this right.
- I. 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 responsibility of the OFFEROR.
- J. SUFFICIENT APPROPRIATION: A contract awarded 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. Sending written notice to the offeror shall affect such termination or reduction in scope. The Department of Justice and Office of the Attorney General's decision to terminate or reduce the scope due to the insufficient appropriations shall be accepted as final by the Vendor.

K. EVALUATION PROCEDURES AND SELCTIONS CRITERIA:

- 1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. OFFERORS should be prepared to provide by the additional information the team feels necessary for the fair evaluation of proposals.
- 2. Failure of an OFFEROR to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the OFFEROR to the execution of a contact.
- 3. The sole objective of the review team will be to select the OFFEROR who is most responsive to the needs to NNDOJ/OAG. The specifications in the RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the OFFEROR who best meets the objective. If there is only one responsive bid, the NNDOJ/OAG Attorney General may elect to evaluate the RFP solely.
- 4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award. Initial Point Criteria:

a. Presentation of Response

1-10 Points

Completeness

Clarity of Presentation

Organization of Presentation Understanding NNDOJ/OAG Objectives

b. Statement of Qualifications

1-20 Points

List of three (3) Client References

c. Technical Requirements

1-20 Points

Project description Projected accomplishments

d. Project Management

1-20 Points

Project Management Experience Schedule/Project Plan

Related Experience Education- Credentials

e. Navajo Nation Vendor Priority 1 or 2

1-10 Points

f. Cost of Service

1-20 Points

TOTAL OF POSSIBLE POINTS

=100 Points

L. STANDARD CONTACT: The Navajo Nation reserves the right to incorporate standard contract provision(s) into any contract negotiations because of a proposal submitted in response to the RFP.

- 1. Contractor shall comply with Federal Awards Guidelines:
 - a. 200.330-Reporting on real property
 - b. 200.331-Subrecipient and contractor determinations.
 - c. 200.338-Restrictions on public access to records.
- M. TAX: All appropriate taxes should be included in cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. Seq)
- N. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

SECTION III

OFFEROR REQUIREMENTS: All OFFERORs must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II.

OFFEROR should also provide technical information of delivery of services required.

Appendix A Technical and Performance Specifications

Quantity	Product Description
115	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	
140	Keyboard + Logitech MX Vertical Ergonomic Mouse HP Renew Business 17.3-Inch Laptop Backpack	
140	3M Bright Screen Privacy Filter 16:10 For HP Zbook 16 Laptop	
3	SanDisk 32GB Ultra Dual Flash Drive 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	
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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,

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.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
Print or type.	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate single-member LLC	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►	
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC the is disregarded from the owner should check the appropriate box for the tax classification of its owner.	and of and
Ċ.	☐ Other (see instructions) ►	(Applies to accounts maintained outside the U.S.)
ee Sp	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name	and address (optional)
U	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
Pa	Taxpayer Identification Number (TIN)	
Enter	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Social s	ecurity number
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		
ΠN, I		11 .15 .1
		er identification number
ivumi	per To Give the Requester for guidelines on whose number to enter.	-
Pai	t II Certification	
Unde	r penalties of perjury, I certify that:	
2. I a Se	e number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be i n not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (a longer subject to backup withholding; and	notified by the Internal Revenue

- 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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,

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