

Navajo Nation

REQUEST FOR PROPOSALS (RFP)

FACILITY UN-INTERRUPTED POWER SUPPLY SYSTEMS (UPS)



RFP# 17-07-1700JJ

Release Date: July 31, 2017

Due Date: August 25, 2017 by 5:00 pm MDST

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INTRODUCTION

GENERAL INFORMATION

Navajo Nation invites written proposals from those individuals and/or firms desiring to work collaboratively with the Navajo Nation Division of Public Safety- Department of Corrections-Chinle Juvenile “NDOC” and the Bureau of Indian Affairs (BIA) to provide Corrections Services for the Navajo Nation.

SCOPE OF WORK

Navajo Nation Department of Corrections-Chinle Juvenile “NDOC” is looking for a professional team with knowledge and expertise in replacing the Juvenile Corrections facility **Un-Interrupted Power Supply Systems (UPS)**. A unit with a power supply that will provide an emergency electrical power load, estimated for 8 hours, when the main input power source fails for the Navajo Nation Corrections facility. The facility is 28,030 ft² and located in Chinle, AZ.

“Scope of work” will include the following:

- Removing old existing Un-Interrupted Power Supply systems and all electrical wires attached to the existing UPS unit that is inside the Chinle Juvenile Facility,
- Install a new recommended Un-Interrupted Power Supply system unit in the mechanical room of the facility (this will be in a different location of the current old UPS system),
- Re-route and re-wiring of all electrical wires from a different location to the mechanical room and troubleshooting all facilities high voltage electrical power and start-up the new Un-Interrupted power Supply systems,
- Remove and dispose all old batteries in accordance with applicable environmental laws,
- Install new recommended batteries for the new Un-Interrupted power supply unit and proper storage of batteries
- Troubleshoot all high voltage electrical power units throughout the entire facility,
- Troubleshoot the backup generator unit for electrical coverage and capabilities to operate and supply power to the facility during time of electrical outage,
- Conduct a test for proper operations of the new installed Un-Interrupted Power Supply systems unit.

Please submit your proposal to the Department of Corrections – Chinle Juvenile, Attn: Mr. Wilfred Tah Jr, Maintenance Supervisor **RFP# 17-07-1700JJ** at PO Box #1756, Chinle, Arizona 86503; Building # 1330 East Navajo Route 7 Chinle, Arizona. The deadline to submit is on August 25, 2017 at 5:00 pm MDST. If you have any questions please contact Mr. Wilfred Tah Jr., Building Maintenance Supervisor, 928-674-2230.

TERM

The Contract will be for extended upon agreement of the parties with a term of contract and contract end date.

PROCUREMENT OFFICER

NDOC-Chinle is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Mr. Wilfred Tah Jr.
 Address: PO Box #1756
 Chinle, Arizona 86503
 Telephone: (928) 674-2230
 Fax: (928) 674-2235
 Email: **wtahjr@navajo-nsn.gov**
 Reference: **RFP# 17-07-1700JJ**

Any inquiries or requests regarding this procurement should be submitted, in writing, to the NDOC-Chinle Juvenile; Attn: Mr. Wilfred Tah Jr. Offerors may contact **ONLY** the NDOC-Chinle Juvenile regarding this procurement. Other Navajo Nation Employees or Evaluation Committee members do not have the authority to respond.

CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

SEQUENCE OF EVENTS

The Procurement Officer will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates (Subject to Change)
1. Issue RFP	NDOC-Chinle Juvenile	July 31, 2017
2. Distribution List	NDOC-Chinle Juvenile	August 7, 2017
3. Distribution List Due response due date	Potential Offerors	August 11,2017 @ 3:00pm MDST
4. Deadline to submit Questions	Potential Offerors	August 18, 2017 @ 3:00pm MDST
5. Submission of Proposal	Potential Offerors	August 25, 2017 @ 5:00pm MDST
6. Opening of Bids	Potential Offerors	August 28, 2017 @ 10:00am MDST
7. Proposal Evaluation	Evaluation Committee	August 30, 2017 @10:00am MDST
8. Selection of Finalists	Evaluation Committee	

Explanation of Events

Issuance of RFP

This RFP is being issued on behalf of NDOC-Chinle Juvenile.

Distribution List Response Due

Potential Offerors should hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement

distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the NDOC by 3:00 pm MDST on August 11, 2017.

The procurement distribution list will be used for the distribution of written responses to questions. Failure to return the Acknowledgement of Receipt form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE Navajo Nation Division of Public Safety- Department of Corrections Chinle Juvenile OR DESIGNEE NO LATER THAN 5:00 PM MOUNTAIN DAYLIGHT STANDARD TIME ON August 25, 2017. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the NDOC-Chinle Juvenile at the address listed on page 3 of this RFP. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the NDOC-Chinle Juvenile RFP# Proposals submitted by facsimile, or other electronic means, will not be accepted.

A public log will be kept of the names of all Offer organizations that submitted proposals. Pursuant to Navajo Nation Procurement Policy Section XI: Receipt and Safeguards of Bids and Proposals, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals.

Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the NDOC-Chinle Juvenile may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

Selection of Finalists

The Evaluation Committee will select and the NDOC-Chinle Juvenile will notify the finalist Offerors as stated in the Sequence of Events (page 4) or as soon as possible.

Finalized Contracts

The Contract with NDOC-Chinle Juvenile will be finalized with the most advantageous Offerors as per the Sequence of Events (page 4) or as soon thereafter as possible. This date is subject to change at the discretion of NDOC-Chinle Juvenile. In the event that mutually agreeable terms cannot be reached within the time specified, NDOC-Chinle Juvenile reserves the right to finalize a Price Agreement with the next most advantageous Offerors without undertaking a new procurement process.

Price Agreement Awards

After review of the Evaluation Committee, NDOC-Chinle Juvenile will award the Contract as per the Sequence of Events (page 4) or as soon as possible thereafter. This date is subject to change at the discretion of NDOC.

The contract shall be awarded to the Offerors whose proposals are most advantageous to NDOC-Chinle Juvenile, taking into consideration the weighted evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points.

Protests received after the deadline will not be accepted.

GENERAL REQUIREMENTS

Acceptance of Conditions Governing the Procurement

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained of this RFP.

Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

Subcontractors

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the Contract whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the agency hiring from the Contract, before any subcontractor is used during the term of this agreement.

Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Agency personnel will not merge, collate, or assemble proposal materials.

Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Officer and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

Disclosure of Proposal Contents

The proposals will be kept confidential until negotiations are completed by NDOC-Chinle Juvenile. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The NDOC-Chinle Juvenile will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, NDOC-Chinle Juvenile shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

No Obligation

This procurement in no manner obligates the Navajo Nation or any of its Divisions or Departments to the use of Offeror services until a valid written contract is awarded and approved by appropriate authorities.

Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when a determination is made that such action is in the best interest of NDOC-Chinle Juvenile.

Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

Legal Review

The Navajo Nation requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought in writing to the attention of the NDOC-Chinle Juvenile.

Governing Law

This procurement and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the Navajo Nation.

Basis for Proposal

Only information supplied, in writing, through the NDOC-Chinle Juvenile or in this RFP should be used as the basis for the preparation of Offeror proposals.

Contract Terms and Conditions

The contract between Navajo Nation and a contractor will follow the format specified by the Nation and contain the terms and conditions set forth in the Navajo Nation Procurement Policy. However, the NDOC-Chinle Juvenile reserves the right to negotiate provisions in addition to those contained in this RFP with an Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the contract.

Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the NDOC.

Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the NDOC and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.

Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Navajo Nation Procurement Policy section XVII D.

Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

Change in Contractor Representatives

The NDOC-Chinle Juvenile reserve the right to require a change in contractor representatives if the assigned representatives is not, in the opinion of the NDOC-Chinle Juvenile, meeting its needs adequately.

Notice

The Navajo Nation Procurement Code, 12N.N.C. SUBSECTION 301-371 (as amended by CAU-68-01), imposes civil and misdemeanor criminal penalties for its violation.

Nation Rights

The NDOC-Chinle Juvenile in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

Right to Publish

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from NDOC-Chinle Juvenile written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

Ownership of Proposals

All documents submitted in response to the RFP shall become property of NDOC-Chinle Juvenile.

Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of NDOC-Chinle Juvenile.

The Contractor(s) agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring NDOC-Chinle Juvenile written permission.

Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

Disclosure Regarding Responsibility

Any prospective Bidder/ Offeror (hereafter Offeror) and/or any of its Principals who seek to enter into a contract greater than twenty thousand dollars (\$20,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agree to disclose whether they, or any principal of their company:

- Are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.
- Have within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes related to the submission of offers; or commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property.

- Are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph B of this disclosure.
- Have preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied.

Taxes are considered delinquent if both of the following criteria apply:

- a) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- b) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
- c) Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.
- d) Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

The Offeror shall provide immediate written notice to the NDOC-Chinle Juvenile if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances.

A disclosure that any of the items in this requirement exist will not necessarily result in withholding an award under this solicitation. However, the disclosure will be considered in the determination of the Offeror's responsibility. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts. If during the performance of the contract, the contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the contractor must provide immediate written notice to the NDOC-Chinle Juvenile. If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the NDOC-Chinle Juvenile or

Navajo Nation Purchasing Officer may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the NDOC-Chinle Juvenile or Navajo Nation Purchasing Officer.

Conflict of Interest;

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Navajo Nation Procurement Policy BFD-192-03, regarding contracting with a public officer or employee or former employee have been followed.

RESPONSE FORMAT AND ORGANIZATION

NUMBER OF RESPONSES

Potential Offerors shall submit only one (1) proposal for this RFP.

NUMBER OF COPIES

Offerors shall deliver one (1) original and three (3) identical copies (4 totals) of their proposal to the Navajo Nation Division of Public Safety- NDOC-Chinle Juvenile on or before the closing date and time for receipt of proposals.

PROPOSAL FORMAT

All proposals must be submitted as follows:

Typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Section 1:

- a) Signed Letter of Transmittal
- b) Table of Contents
- c) Proposal Summary
- d) Response to Specifications with the *exception of cost*
- e) Response to Terms and Conditions
- f) Offeror's Additional Terms and Conditions

Section 2:

- a) Completed Cost Response Form (Separate sealed envelope)
- b) Resident Vendor or Resident Veteran Certificate (If applies)
- c) Resident Veterans Preference Certification (If applies)
- d) Other Supporting Material (Optional)

Within each section of the proposal, Offerors should address the items in the order in which they appear in this RFP. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of

proposed costs, rates or expenses must occur only in Section #2 on the cost response form.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

Offerors may attach other material they believe may improve the quality of their responses. However, these materials should be included in Section #2.

Letter of Transmittal

The Offerors proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX "C". The form must be completed and must be signed by the person authorized to obligate the company. The letter of transmittal **MUST** include:

- a) Identify the submitting organization;
- b) Identify the name, title, telephone, and e-mail address of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification;
- e) Identify if sub-contractors will be used in the performance of the contract award.
- f) Describe any relationship with any entity with which will be used in the performance of this awarded contract.
- g) Identify the following with a check mark and signature where required:
 1. Explicitly indicate acceptance of the Conditions Governing the Procurement;
 2. Acceptance of the evaluation criteria of this RFP
 3. Acknowledge receipt of any and all amendments to this RFP.
 4. Be signed by the person authorized to contractually obligate the organization;

SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise specified. The narratives, including required supporting materials will be evaluated and awarded points accordingly.

TECHNICAL SPECIFICATIONS

Organizational Experience

Offerors **must** provide a description of relevant experience with Navajo Nation/Federal government and private sector. The experience of all proposed subcontractors must be described. The narrative **must** thoroughly describe how the Offeror has supplied

expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of Corrections security system;

Organizational References

Vendors should provide a minimum of three (3) references from similar projects performed for private state and/or large local government clients within the last three years. **Vendors are required to submit APPENDIX D, Reference Form to the business references they list. The business references must submit the Reference Form directly to the Procurement Officer.** It is the vendor's responsibility to ensure that the completed forms are received by the or before the proposal submission deadline for inclusion in the evaluation process. Business References not received or incomplete; may adversely affect the vendor's score in the evaluation process. The Evaluation Committee may contact any or all business references for validation of information submitted.

- a) Client name;
- b) Project description;
- c) Project dates (starting and ending);
- d) Staff assigned to reference engagement that will be designated for work per this RFP
- e) Client project manager name, telephone number, fax number and e-mail address.

Required Deliverables

- a) Experience: Portfolio size, performance, products, firm emphasis (*05 points possible*)
- b) Registration, Licensing, and Conflict of Interest: (*05 points possible*)
- c) General Qualifications and Knowledge: Education, related experience, knowledge of Tribal environment (*05 points possible*)
- d) Communications, Reporting, Attendance, and Availability: Accessibility, willingness to meet reporting requirements (*05 points possible*)

BUSINESS SPECIFICATIONS

Cost Response

Provide a list of your published billing rates, overhead rate factor, etc in the Cost Response Form. Detail the billable financial charges the NDOC-Chinle Juvenile should anticipate if your services are engaged. Provide a sample agreement, along with an estimate of the amount of monies that will be charged to the NDOC-Chinle Juvenile during the next twelve (12) months.

Offerors must complete Cost Response Form in APPENDIX B. Cost will be measured by the billable financial charges the NDOC-Chinle Juvenile should anticipate if your services are engaged All charges listed on APPENDIX B must be justified and evidence of need documented in the proposal. The evaluation of each Offeror's cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offer Bid}}{\text{This Offeror's Bid}} \times \text{Award Points}$$

Financial Stability

Offerors **must** submit copies of the most recent years independently audited financial statements and the most current, as well as financial statements for the preceding three years, if they exist. If independently audited financial statements do not exist for the Offeror, the Offeror **must** state the reason and, instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

Letter of Transmittal Form

The Offeror’s proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX C. The form **must** be completed and must be signed by the person authorized to obligate the company.

EVALUATION

	Factor	Points Available
1	Qualifications, and credentials	20 Points
2	Knowledge of Corrections Security System	15 Points
3	Correction work experience and Corrections policy development for Adult and Juveniles	20 Points
4	Development and Plans of approach to develop NDOC operational policies	15 Points
1	Cost (IN A SEPARATE SEALED ENVELOP)	10 Points
*	Indian Preference or Veteran’s Preference	2.5 points
2	Veteran Preference	2.5 points
2	Financial Stability	Pass/Fail
3	Letter Of Transmittal	Pass/Fail
4	Proposal content/format	20 points
	TOTAL	100 points *(maximum of 105 points possible with Indian or Veteran’s Preference)

Table 1: Evaluation Point Summary

APPENDIX A

REQUEST FOR PROPOSAL
UN-INTERRUPTED POWER SUPPLY SYSTEMS
RFP#17-07-1700JJ

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that she/he has received a complete copy, beginning with the title page and table of contents, and ending with APPENDIX D.

The acknowledgement of receipt should be signed and returned to the NDOC –Chinle Juvenile assigned Procurement Officer no later than 5:00 pm (MST) on August 11, 2017. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY:

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Mr. Wilfred Tah Jr., Building Maintenance Supervisor
Un-Interrupted Power Supply Systems
RFP#17-07-1700JJ
PO Box# 1756
Chinle, Arizona 86503
Chinle Youth Corrections Building # 1330 East Navajo Route-7
(928) 674-2230
(928) 674-2235

APPENDIX B
COST RESPONSE FORM (Sample)

Description	Type	Quantity	Cost per Item

Based on above requirements and any professional services needed for configuration, installation and training:

Year 1 Cost: \$ _____
 Year 2-3 Annual Cost \$ _____
 Year 4 and Beyond Annual Cost: \$ _____

APPENDIX C

LETTER OF TRANSMITTAL FORM

RFP#: _____
Offeror Name: _____

Items #1 to #7 MUST BE COMPLETED IN FULL Failure to respond to all seven items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. **Identity (Name) and Mailing Address** of the submitting organization:

2. For the person authorized by the organization to contractually obligate the organization:

Name _____
Title _____
E-Mail Address _____
Telephone Number _____

3. For the person authorized to negotiate the contract on behalf of the organization:

Name _____
Title _____
E-Mail Address _____
Telephone Number _____

4. For the person to be contacted for clarifications:

Name _____
Title _____
E-Mail Address _____
Telephone Number _____

5. Use of Sub-Contractors (Select one)

- No sub-contractors will be used in the performance of this contract OR
 The following sub-contractors will be used in the performance of this contract:

(Attach extra sheets, as needed)

6. Please describe any relationship with any entity with which will be used in the performance of this contract.

(Attach extra sheets, as needed)

7. Please initial:

- ___ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement
___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.
___ I acknowledge receipt of any and all amendments to this RFP.

_____, 2017
Authorized Signature and Date (Must be signed by the person identified in item #2, above)

APPENDIX D

REFERENCE QUESTIONNAIRE

NDOC-Chinle Juvenile, as a part of the RFP process, requires proposing vendors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to the NDOC-Chinle Juvenile by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of prior experience

REFERENCE QUESTIONNAIRE FOR:

(Name of company requesting reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to NDOC via facsimile or e-mail at:

Name: Mr. Wilfred Tah Jr., Building Maintenance Supervisor
Navajo Nation Department of Corrections-Chinle Juvenile
Telephone: 928-674-2230
Fax: 928-674-2235
Email: wtahjr@navajo-nsn.gov

No later than August 25, 2017 and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the NDOC listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

CONFIDENTIAL INFORMATION WHEN COMPLETED

Company providing reference:	
Contact name and title /position:	
Contact telephone number:	
Contact e-mail address:	

QUESTIONS:

1. In what capacity have you worked with this vendor in the past?
COMMENTS:

2. How would you rate this firm's knowledge and expertise?
_____(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?
_____(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

4. What is your level of satisfaction with hard-copy materials produced by the vendor?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

5. How would you rate the dynamics/interaction between the vendor and your staff?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

COMMENTS:

7. How satisfied are you with the products developed by the vendor?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

8. With which aspect(s) of this vendor's services are you most satisfied?
COMMENTS:

9. With which aspect(s) of this vendor's services are you least satisfied?
COMMENTS:

10. Would you recommend this vendor's services to your organization again?
COMMENTS:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 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 on page 3.

Sign Here	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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

