

Request for Proposal  
RFP: Unarmed Security Services for NOVRI

**SECTION 1 – OVERVIEW**

1. General Information

- a. The Navajo Office of Vital Records and Identification (NOVRI) is seeking proposals from qualified contractors to provide unarmed uniformed security services at Pink Butler Building #2353 located on Window Rock Blvd in Window Rock, Arizona. The Request for Proposals process will identify; evaluate and select qualified firm(s) or contractors based on items submitted for proposal. The selected firm/contractors must have all required qualifications specified under the Scope of Work.

- b. Request for Proposal (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:

Purchase Services Department  
ATTN: Kimberly Slim  
2559 Administration Building Window Rock Blvd.  
Window Rock, AZ 86515 Phone: (928) 871-6141

You may also download the RFP from the Navajo Nation Office of the Controller's Office website at [www.nnooc.org](http://www.nnooc.org).

- c. General Scope of Work (SOW):

The firms/consultants shall provide all labor, equipment, services, supervision, transportation and other related items for security services. Firms/consultants shall furnish all necessary security and protection services to employees and property, professional uniformed security guards at all times, and provide trained certified security guards at all times. Location to provide security services will be at NOVRI which is located in the Pink Butler Building #2353 in Window Rock Arizona.

Contractor security services will include and is not limited to the following general tasks. Egress control, roving patrol on the south of the Butler Building, monitoring of NOVRI building and structures, incident and daily operating reports, monitoring and responding to incidents, reporting all criminal activity to local law enforcement agency, responding as necessary to support other life safety duties.

Requested hours to assist in preparing cost estimates:

- i. 7 hours per day x 125 days (excluding Federal/Tribal holidays, and weekends)  
= **875 Regular hours** (July 1, 2022- December 31, 2022)
- Federal and Tribal Holidays observed:
    - July 4, 2022 (Independence Day) – Monday
    - August 14, 2022 (Navajo Code Talkers Day) –  
Observed on August 15, 2022
    - September 5, 2022 (Labor Day) – Monday
    - November 11, 2022 (Veteran's Day) – Friday
    - November 25, 2022 (Navajo Nation Family Day) – Friday
    - December 26, 2022 (Christmas Day) – Monday

- ii. 8 hours per day x 1 day [To include one Federal holiday (Columbus Day)]  
 = **7 Holiday hours** (July 1, 2022- December 31, 2022)
  - Federal holiday NOT observed by the Navajo Nation:  
 - October 10, 2022 (Columbus Day) – Monday

d. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Bid inquiries closing date	June 14, 2022
2.	Bid closing date	June 17, 2022
3.	Bid opening date	June 22, 2022
4.	Bid selection/award	June 24, 2022

- e. Inquires – NOVRI will accept any inquiries for this RFP, please contact Mr. Ronald Duncan at (928) 871-6883 or email at rduncan@navajo-nsn.gov. Only written response will be considered official. Questions regarding to this RFP will be accepted until June 14<sup>th</sup> at 5:00pm.
- f. Proposal Submittal Deadline – Proposal must be physically submitted to the following address before **June 17, 2022 at 5:00 PM** (Mountain Daylight Time). RFP should be clearly labeled as the following information below:

RFP: 22-06-2821KS – Unarmed Security Services for NOVRI Services  
 ATTN: Kimber Slim  
 Purchasing Services Department  
 Window Rock Boulevard Administration Building  
 Window Rock, Arizona 86515

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

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, NOVRI shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposals – NOVRI reserves the right to reject any or all proposals and to waive abnormalities 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 must be stamped or imprinted “PROPRIETARY.”
- j. Ownership of Proposals – All material submitted with an RFP accepted for rating shall become the property of NOVRI and not returned to the firm. NOVRI has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph j., above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – NOVRI is not liable for any cost incurred by the firm(s) prior to issuance of an Award of Contract.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Award of Contract. Failure of the firm to accept these obligations may

- m. result in cancellation of the Award of Contract. No percentage of the Contract will be paid to the vendor for items, firm will be obligated to have all products up front without NOVRI issuing out a partial payment.
- n. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and pass or fail system set forth in Section 5 – Rating System on Evaluation Criteria.
- o. Award of Contract – NOVRI will award the top-rated firm. Upon selection, the firm will be notified, upon NOVRI acceptance of the Scope of Work and estimates (fee proposal, etc.) provided by the firm, an Award of Contract will be issued. The Award of Contract shall be effective from the executed date of the Award of Contract between the Navajo Nation and the firm.
- p. 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. § 620 et seq.).
- q. 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

- 1. Proposal Submission
  - a. Proposal (s) must be submitted in a sealed envelope clearly marked:
    - i. **“DO NOT OPEN RFP #22-06-2821KS - Unarmed Security Services for NOVRI”**
    - 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 Proposal packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. To maintain a consistent basis on which to evaluate the proposals, proposals should include the following structure:
    - i. Letter of Introduction/Interest
    - ii. Scope of Work
    - iii. Copies of licenses, certificates, and other relevant documents.
    - iv. Experiences and References:
      - Experience: Provide the firms experience by providing a brief description of the specified services for similar operations and /or entities.
      - References: Provide a list of client references which the proposer has served over the past three (3) years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each reference customer.
    - v. Total Cost Breakdown: Consultant fees and Consultant expenses must be provided, along with the number of calendar days to complete work. To be included in a separated envelope.
    - vi. Payment schedule: Final payment will not be made until final approval and acceptance has been determined for the proposed work. Provisions in your payment schedule should be made for this requirement.

- vii. Appendices (Form W-9, Navajo Nation Certification Regarding Debarment and Suspension, etc.)
  - c. The Proposal Standards are as follows:
    - i. The RFP packet shall be on an 8½” x 11” paper with minimum of 10 pt. type.
    - ii. RFP packet submittals should be plastic or metal spiral-bound or loose leaf 3-ring binder. **Any other form of packet submittals will be considered non-responsive and will be un-rated.**
2. Proposal Review Process
  - a. Proposals not submitted by the date and time specified will be considered non-responsive and will not be evaluated.
3. Proposal Evaluation
  - a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
  - b. NOVRI will rate the Proposals based on specifications of items proposed and total cost of systems proposed.
4. Award of Contract
  - a. NOVRI will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified from the Navajo Office of Vital Records & Identification (NOVRI).
  - b. NOVRI will issue an Official Award of Contract which shall be sent via certified mail. No purchase shall be performed by the firm until such Award of Contract and the Notice to Proceed is given by NOVRI via certified or mail. NOVRI is not liable for any cost incurred by the firm prior to issuance of the Award of Contract and the Notice to Proceed

### SECTION 3 – SCOPE OF WORK

1. Routinely patrol around Pink Butler Building #2353 including surrounding parking lots outlined in attachment A.
2. Be observant of behavior in common areas.
3. Specification – The Consultants shall:
  - a. Possess and present valid and current state security operator’s license.
  - b. Provide Navajo preference certification, if any.
  - c. Provide proof of insurance approved and verified by Navajo Risk Management Program.
  - d. Provide a work hour schedule to monitor worker hours.
  - e. Ensure prompt replacement of security personnel in the event of illness or unscheduled absence or an emergency.
  - f. Ensure that security personnel have photo identification and attached it properly to their uniforms in a readily visible manner.
  - g. Provide an organizational/command protocol flow chart.
  - h. Identify commander(s)/shift commander(s).
  - i. Provide a list of all personnel with name address and telephone numbers.

- j. Not allow personnel to carry firearms or any deadly weapons while on duty.
- k. Not detain any individual for any reason while providing security services.
- l. Notify law enforcement agency of any criminal activity occurring on and around Pink Butler Building #2353.
- m. Provide all security certification documents for each personnel identifying levels of certification.
- n. Ensure that police reports are generated on all incidents they may respond to.
- o. Follow protocol to notify Navajo Police dispatcher on incidences they may respond to.
- p. Not include the provision of law enforcement activities.
- q. NO firearms, weapons, sidearm, nightsticks, mace, pepper sprays, or any other similar equipment or material be brought to and around Pink Butler Building #2353 while providing the services.

Consultant will provide security services by having one unarmed security guard from 9am-4pm, Monday-Friday, excluding Federal/Tribal holidays and weekends, with one exception for Columbus Day, Columbus Day will be treated as a normal working day. This contract will be a six (6) month agreement with the contract to begin on July 1, 2022 and set to expire on December 31, 2022.

#### **SECTION 4 – PROPOSAL CONTENT AND EVALUATION CRITERIA**

1. Qualification of the Firm. Proposal must specifically address and affirm the following:
  - a. Letter of Transmittal that indicates why your firm should be selected to provide the RFP: Information Technology – Managed Printing Services proposal to NOVRI.
  - b. Evidence of Insurances; such as Professional Liability Insurance.
2. Navajo Business Opportunity
  - a. The NOVRI will follow Navajo Business Opportunity Act Title 5, Chapter 11; stating Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service)
    - i. Priority #1 - 100% owned and controlled business entity.
    - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+).
    - iii. Other Indians that own and control all or a majority of the business activities.
    - iv. Any tribally-owned and operated business entity.

## SECTION 5 – RATING SYSTEM ON EVALUATION CRITERIA

1. Description of the components are provided in Section 4 – Proposal Content and Evaluation Criteria.
2. Each proposal will be evaluated and rated as follows:

COMPONENTS:	Rating:
Proposal Preparation	0-15
Responsiveness	0-10
Qualifications –Scope of Work	0-15
Cost Proposal	0-10
References	0-10
Proof of Liability Insurance	0-10
Navajo Preference (100% Navajo owned Business)	0-15
Navajo Preference (50% Navajo owned Business)	0-15

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

## SECTION 6 - ADDITIONAL TERMS AND AGREEMENTS

1. Non-Disclosure Agreement - NOVRI reserves the right to require Respondent to enter into a Non-Disclosure Agreement.
2. NOVRI reserves the right to require Respondent to go through a background check with the Navajo Nation Office of Background Investigation and pass with favorable results.
3. Intellectual Property – Participants should not use any intellectual property of NOVRI, including, but not limited to all logos, registered trademarks, or trade names of NOVRI at any time without prior written approval of NOVRI as appropriate.
4. Nothing in RFP is intended to or shall have the effect of waiving any privileges or immunities afforded. The Navajo Nation including, but not limited to, sovereign immunity of official immunity and it is expressly agreed that the Navajo Nation Retains such privileges.  
The Navajo Nation is a sovereign government and all contracts entered because of the RFP shall comply with the Navajo Nation law, rules, and regulations, including the Navajo Nation Business Regulatory, Navajo Preference in Employment Act, and applicable federal law, rules, and regulations.

End of Invitation for Proposal 22-06-2821KS

ATTACHMENT "A"

