**REQUEST FOR PROPOSAL**
**Meals, and Meeting Space for the Navajo Nation Division of Social Services Annual Social Work and Human Services Symposium**

**Bid No. 23-03-2985LE**

The Navajo Nation Division of Social Services (NDSS) Office of the Executive Director (OED) is requesting for sealed bids to provide accommodations for a general meeting space with audio/visual equipment, breakout rooms, and catering services for its Annual Social Work and Human Services Symposium held within the greater metropolitan area of Albuquerque, New Mexico, Flagstaff, Arizona, and/or Phoenix, Arizona.

Vendors must be capable of accommodating four hundred plus attendees which will include: one (1) plated dinner, two (2) hot breakfasts, one (1) plated lunch, one (1) boxed to-go lunch, snacks and beverages, and breakout rooms.

**SCOPE OF WORK:**

|  |
| --- |
| ***Wednesday, June 28, 2023*** |
| 6:00 pm – 8:00 pm | Plated Dinner |
| ***Thursday, June 29, 2023*** |
| 7:30 am – 8:00 am | Registration & Breakfast |
| 8:15 am – 10:00am | General Session |
| 10:00 am – 10:15 am | Break (snack provided) |
| 10:20 am – 11:55 am | General Session |
| 12: 00 pm | Plated Lunch |
| 1: 15pm – 2:00 pm | Breakout Session 1 (6 rooms) |
| 2:05 pm -2:50 pm | Breakout Session 2 (6 rooms) |
| 2:55 pm - 3:10 pm | Break (snack provided) |
| 3:15 pm – 4:00 pm | Breakout Session 3 (6 rooms) |
| 4:05 pm -4:50 pm  | Breakout Session 4 (6 rooms) |
| 5:00 pm | Dinner on your own. |
| ***Friday, June 30, 2023*** |
| 7:30 am – 8:00 am | Registration & Breakfast |
| 8:15 am – 10:00am | General Session |
| 10:00 am – 10:15 am | Break (snack provided) |
| 10:20 am – 12:00 pm | General Session |
| 12: 00 pm | To-Go Box Lunch |

**BACKGROUND:**

1. Dates for consideration:
	1. First choice: June 28, 29 & 30, 2023
	2. Other options: July 12, 13, 14, 2023 or July 19, 20, 21, 2023.
2. Addendum to RFP - in the event it becomes necessary to revise any part of the RFP, OED will issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.
3. Inquiries Regarding this RFP - Questions regarding this RFP should be submitted in writing (email, facsimile, regular mail) to the Administrative Service Officer of OED. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial and may not receive a response.
4. Rejection of Proposals - The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals, whenever such rejection is deemed in the best interest of the Navajo Nation.

**SPECIFICATIONS FOR MEETING ROOM REQUIREMENTS AND MEALS:**

Number of Participants -There will be an estimated four hundred (400) participants. Final number will be provided (30) business days prior to the event.

1. **Catering**
	1. Proposal shall include a proposed menu packages for meals:
		1. (1) plated dinner
		2. (2) hot breakfasts
		3. (2) lunches, 1 plated lunch and 1 boxed lunch to-go.
	2. Proposal shall include a proposed refreshment and beverage package:
		1. Two (2) morning AM refreshments.
		2. One (1) afternoon PM refreshment.
		3. Continuous beverage stations with coffee, water, cold/hot Tea, and a variety of sodas.
		4. Vendor shall provide ice water and drinking glasses for the participants in all meeting rooms.
2. **Room Rental**
	1. One (1) General Session Room with banquet style set-up to hold four hundred plus attendees on following days:
		1. Day 1, 6/29/23: Morning (7:00 am to 1:15 pm)
		2. Day 2, 6/30/23: Morning (7:00am to 12:00 pm)
	2. Six (6) break-out rooms which will comfortably accommodate up to 70 individuals. Classroom Style or Theatre.
		1. Day 1 - from 1:00 pm to 5:00 pm
3. **Audiovisual Equipment**
	1. Vendor will include any additional costs for projector screens/AV equipment in all break-out rooms for Day 1 and 2.
	2. Public address system with microphone, a projector and screen will be provided by the vendor for the large general session room with Wi-Fi access, may include stage setup. The projector will be able to connect to laptop computers provided by presenters.
	3. Vendor to provide projector with screen and Wi-Fi for all breakout rooms to accommodate presenters.
	4. Vendor to provide IT tech support, if necessary.

**REQUEST FOR PROPOSAL**
**Meals, and Meeting Space for the Navajo Nation Division of Social Services Annual Social Work and Human Services Symposium**

**Bid No. 23-03-2985LE**

Request for submittal deadline: All RFPs must be received, by Monday, April 17, 2023, at 5:00 pm MDT.

CONTACT INFORMATION: Navajo Division of Social Services
 Office of the Executive Director
 Delilah Goodluck, Communications Manager
 (928) 871-6821/6851

COURIER SERVICE/DELIVERY TO: Navajo Division of Social Services
 Office of the Executive Director
 Attn: Chelmarie Jones, ASO
 2296 Administration Bldg #2, Window Rock Blvd.
 Window Rock, Arizona 86515

MAIL TO: Navajo Division of Social Services
 Office of the Executive Director
 Attn: Chelmarie Jones, ASO
 PO Box 4590, Window Rock, Arizona 86515
  *(Must be date stamped.)*

**INSTRUCTION TO BIDDERS**

1. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Division of Social Services (NDSS) Office of the Executive Director (OED). P.O. Box 4590 Window Rock, Arizona 86515. The NDSS OED provides technical assistance and support to the division’s departments and programs. The NDSS is under the Executive Branch of the Navajo Nation's three-branch government. Under the direction of the Executive Director, the NDSS team provides opportunity for people to improve their overall social well-being through case management, financial benefits, career development, childcare services, protective services, counseling, crisis intervention, and family reunification.
2. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
3. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include any supporting attachments with proposal packets.
4. **SCHEDULE OF ACTIVITIES:**

Advertise, March 27 – April 17, 2023. Closing Date, April 17, 2023. Bid Opening, April 19, 2023. Selection, April 21, 2023. Award of Contract, June 2, 2023.

1. **INQUIRES:** Prospective proposals inquiry deadline, Friday, April 14, 2023. No questions accepted after this date. Inquiries and questions will be answered at any time, prior, questions may be verbal or in writing to Chelmarie Jones, (928) 871-6829 or chelmarie.jones@nndss.org.
2. **DUE DATE FOR ALL PROPOSALS:**

Due date for all proposals. DEADLINE: April 17, 2023. No inquiries will be accepted after the inquiry deadline, April 14, 2023.

Mailed inquiries is to be addressed to:

The Navajo Division of Social Services
Office of the Executive Director
Post Office Box 4590
Window Rock, AZ 86515

1. **ADDENNDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** If it becomes necessary to revise any part of the RFP, an addendum will be issued.
2. **PROPOSALS SUBMISSION:** Proposals must be received on or before April 17, 2023.

 Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. NO LATE PROPOSALS WILL BE ACCEPTED.

FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED: The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the NDSS Symposium, Bid No: DO NOT OPEN, and the name and address of the firm submitting the proposal. Cost to be sealed in a separate envelope.

LATE RECEIPT OF PROPOSALS: Late proposals will NOT be accepted. It is the responsibility of the proposal to ensure that the proposal arrives in the Purchasing Services Department prior to the date and time specified.

1. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Office of the Executive Director reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
2. **PROPRIETARY INFORMATION:** Any restrictions on the use of data continued within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".
3. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph L below. The Navajo Nation Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph L below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
4. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and the Office of the Executive Director is not liable for any cost incurred by the proposal prior to issuance of a contract.
5. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful proposal will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Services Department and the Office of the Executive Director reserves the right to pursue appropriate legal action in the above set of circumstances.
6. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Office of the Executive Director, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
7. **AWARD OF BID:** Upon selection, a contract document will be prepared for the vendor and the proposal submitted by the vendor will become part of the contract.
8. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
9. **EVALUATION PROCEDURES AND CRITERIA:**
	1. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by the organization proposing. Proposals must be prepared to provide any additional information the team feels necessary for a fair evaluation of proposals.
	2. Failure 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 proposal to the execution of a contract.
	3. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Division of Social Services. The specifications in this RFP represent the minimum performance criteria necessary for a response. Based on the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal who best meets this objective.
	4. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the contract award.
		1. Ability to provide comfortable meeting room facilities and amenities as specified under the Scope of Work. (20 points)
		2. Cost/Price factors- Proposed bid sheet to provide facility and services as specified in the Scope of Work within this RFP. BID SHEET-A (Attachment A) will be utilized to uniformly compare quotes. (5 points)
		3. Qualification of past performance or qualifications providing similar type of services indicated in our Scope of Work with The Navajo Nation. (20 points)
		4. Ability to provide catering and refreshments at a reasonable cost. (10 points)
		5. Location of facility, area accommodations relative to fuel and reasonable dining areas within local area. (25 points)
	5. Cost/Price Factors: The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic, and cost effective, but also to determine the offerors understanding of the department and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

Proposed Cost: **(To be sealed in a separate envelope)** Show cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.

* Attachment called "Purchase Price" that's under the Scope of Work.
1. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, Navajo Procurement Act, and applicable federal law, rules and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable Federal law. Nothing herein shall be construed as a waiver of the Navajo Nations Sovereign Immunity.
2. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
3. **TERMS:** The term of this contract will be an approximate of six months from June to December 2023 from event date beginning Thursday, June 29, 2023.
4. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein, and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
	1. Licensed, bonded, and current General Liability.
	2. Prospective recipient shall sign a Navajo Nation Debarment and Suspension Waiver form, to be provided by OED.
	3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal.
	4. Prospective recipient shall sign a Tax Form - W9 (2018).

**BILLING AND PAYMENT:**

Billing and payment shall conform to all Navajo Nation procurement procedures. To receive timely payment, vendor have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

**ACKNOWLEDGMENT:**

I read and reviewed information pertaining "Request for a Proposal" for Navajo Nation Division of Social Services "Meals, and Meeting Space for the Navajo Nation Division of Social Services Annual Social Work and Human Services Symposium" for Navajo Division of Social Services and approve to be advertised as is.

Name, Title, Division of Social Services