

# REQUEST FOR PROPOSAL

## DCCD New Fire Alarm System Services Department of Child Care & Development Navajo Nation Division of Social Services

### Bid No: 23-06-3060LE

#### Mission Statement:

The Navajo Nation Department of Child Care and Development program's primary mission to provide quality childcare to the Navajo Nation communities. The purpose of providing childcare is to ensure that the family can become self-sufficient through employment or becoming employable in the near future. This can be done by employment, job training or through higher education. This is accomplished through tribal childcare centers or private providers.

#### Overview:

The Navajo Nation Department of Child Care and Development (DCCD) solicits a licensed contractor to:

The purpose of the Scope of Work is to define and establish the scope of services necessary, and the contract shall be awarded based on the lowest responsible bid and responsive bid package. The bid shall meet the needs of the Navajo Nation Department of Child and Development, for the removal and disposal of all the existing fire alarm system components. Also, to install new fire alarm system control panels, new power supply, new supervised control modules, new mini monitor modules, new relay modules, new photoelectric smoke detectors, new duct detectors with head, new sampling tubes, new addressable pull stations, new red ceiling horns, new red wall mount horns, new red ceiling mount horn strobes, new character annunciators, new weatherproof red wall mount horn strobes, new red wall mount horn strobes, new correct gauge of red colored conductors, new correct size of batteries, new connectors, new couplings, new junction boxes, new uni-struts, new circuit breakers, new silicone, new smoke testers, and all new components at; Alchini Nizhoni Child Care Center – Building No. 4244, Alchini Nizhoni Child Care Center - Building No. 4245, Cottonwood Child Care Center – Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Crownpoint Child Care Center – Building No. 4049, Hogback Child Care Center – Building No. 4010, Karigan Child Care Center – Building No. 5166, Kii' Doo' Baa' I Child Care Center – Building No. 2394, Kii' Doo' Baa II Child Care Center - Building No. 4011, Leupp Early Learning Center – Building No. 3150, Little Miss Muffet Child Care Center – Building No. 4008, Little Miss Muffet Child Care Center - Building No. 4009, Many Farms Child Care Center – Building No. 4021, Nooseli Child Care Center – Building No. UNKNOWN, Pinon Child Care Center – Building No. 4246, Pinon Child Care Center – Building No. 4018, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Administration Child Care Center – Building No. 2867, Shonto Child Care Center – Building No. 4016, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, and Two Grey Hills Child Care Center – Building No. T073152.

#### Site Locations:

1. Alchini Nizhoni I Child Care Center – Building No. 4244  
Shiprock, NM – coordinates 36.776036, -108.704095

Total Square Feet = 7,412

2. Alchini Nizhoni II Child Care Center – Building No. 4245  
Shiprock, NM – coordinates 36.775702, -108.704095  
Total Square Feet = 4,524
3. Cottonwood Child Care Center – Building No. 4022  
Cottonwood, Arizona – coordinates 36.069649, -109.889512  
Total Square Feet = 1,892
4. Cottonwood Child Care Center – Building No. 4019  
Cottonwood, Arizona – coordinates 36.069805, -109.889539  
Total Square Feet = 1,868
5. Crownpoint Child Care Center – Building No. 4049  
Crownpoint, New Mexico – coordinates 35.689475, -108.147632  
Total Square Feet = 9,023
6. Hogback Child Care Center – Building No. 4010  
Hogback, New Mexico – coordinates 36.776289, -108.608825  
Total Square Feet = 3,447
7. Karigan Child Care Center – Building No. 5166  
St. Michaels, Arizona – coordinates 35.657284, -109.099047  
Total Square Feet = 16,325
8. Kii' Doo' Baa' I Child Care Center – Building No. 2394  
Chinle, Arizona – coordinates 36.154245, -109.582843  
Total Square Feet = 7,396
9. Kii' Doo' Baa' II Child Care Center – Building No. 4011  
Chinle, Arizona – coordinates 36.155020, -109.582847  
Total Square Feet = 1,560
10. Leupp Early Learning Center – Building No. 3150  
Leupp, Arizona – coordinates 35.294400, -111.007523  
Total Square Feet = 12,809
11. Little Miss Muffet Child Care Center – Building No. 4008  
Fort Defiance, Arizona – coordinates 35.734969, -109.061024  
Total Square Feet = 4,161
12. Little Miss Muffet Child Care Center – Building No. 4009

Fort Defiance, Arizona – coordinates 35.735137, -109.061192

Total Square Feet = 3,345

13. Many Farms Child Care Center – Building No. 4021

Many Farms, Arizona – coordinates 36.353651, -109.622005

Total Square Feet = 4,348

14. Nooseli Child Care Center – Building No. UNKNOWN

Tsaile, Arizona – coordinates 36.294818, -109.216696

Total Square Feet = 2,964

15. Pinon I Child Care Center – Building No. 4018

Pinon, Arizona – coordinates 36.113095, -110.217426

Total Square Feet = 4,353

16. Pinon II Child Care Center – Building No. 4246

Pinon, Arizona – coordinates 36.113120, -110.217842

Total Square Feet = 1,876

17. Rock Point Child Care Center – Building No. 5567

Rock Point, Arizona – coordinates 36.718415, -109.622249

Total Square Feet = 13,856

18. Rough Rock Child Care Center – Building No. 3951

Rough Rock, Arizona – coordinates 36.413099, -109.861145

Total Square Feet = 13,645

19. Shiprock Administration Child Care Center – Building No. 2867

Shiprock, New Mexico – coordinates 36.766500, -108.699543

Total Square Feet = 4,813

20. Shonto Child Care Center – Building No. 4016

Shonto, Arizona – coordinates 36.583977, -110.658332

Total Square Feet = 2,626

21. Tsaile Child Care Center – Building No. 4013

Tsaile, Arizona – coordinates 36.293882, -109.216684

Total Square Feet = 3,183

22. Tuba City I Child Care Center – Building No. 4015

Tuba City, Arizona – coordinates 36.12247, -111.24432

Total Square Feet = 1,421

23. Tuba City II Child Care Center – Building No. 4017  
Tuba City, Arizona – coordinates 36.122696, -111.244312  
Total Square Feet = 2,030
24. Tuba City III Child Care Center – Building No. 4020  
Tuba City, Arizona – coordinates 36.122870, -111.244354  
Total Square Feet = 1,905
25. Two Grey Hills Child Care Center – Building No. T073152  
Two Grey Hills, New Mexico – coordinates 36.281724, -108.817579  
Total Square Feet = 16,630

**Site Visits:**

It is mandatory to make a site visit to all site locations prior to submitting a bid proposal to familiarize themselves with the project and site conditions.

Before making a site visit, please contact the following individual:

Department of Child Care and Development  
Planner Estimator, Delegated Maintenance Supervisor  
Cyrus R. Davis  
Office Telephone: (928) 871-7761  
Work Cell Phone: (928) 206-7283  
Email: [Cyrus.Davis@nndss.org](mailto:Cyrus.Davis@nndss.org)

**Scope of Work**

The purpose of the Scope of Work is to define and establish the scope of services necessary, and the contract shall be awarded based on the lowest responsible bid and responsive bid package. The bid shall meet the needs of the Navajo Nation Department of Child and Development, for the removal and disposal of all the existing fire alarm system components. Also, to install new fire alarm system control panels, new power supply, new supervised control modules, new mini monitor modules, new relay modules, new photoelectric smoke detectors, new duct detectors with head, new sampling tubes, new addressable pull stations, new red ceiling horns, new red wall mount horns, new red ceiling mount horn strobes, new character annunciators, new weatherproof red wall mount horn strobes, new red wall mount horn strobes, new correct gauge of red colored conductors, new correct size of batteries, new connectors, new couplings, new junction boxes, new uni-struts, new circuit breakers, new silicone, new smoke testers, and all new components at; Alchini Nizhoni Child Care Center – Building No. 4244, Alchini Nizhoni Child Care Center - Building No. 4245, Cottonwood Child Care Center – Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Crownpoint Child Care Center – Building No. 4049, Hogback Child Care Center – Building No. 4010, Karigan Child Care Center – Building No. 5166, Kii' Doo' Baa' I Child Care Center – Building No. 2394, Kii' Doo' Baa II Child Care Center - Building No. 4011, Leupp Early Learning Center – Building No. 3150, Little Miss Muffet Child Care Center – Building No. 4008, Little Miss Muffet Child Care Center - Building No. 4009, Many Farms Child Care Center – Building No. 4021, Nooseli Child

Care Center – Building No. UNKNOWN, Pinon Child Care Center – Building No. 4246, Pinon Child Care Center – Building No. 4018, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Administration Child Care Center – Building No. 2867, Shonto Child Care Center – Building No. 4016, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, and Two Grey Hills Child Care Center – Building No. T073152.

Additional work requirements for locations that have a local Fire Department:

The licensed contractor shall be responsible for a new phone line for the new fire alarm system to connect, to the local Fire Department phone line for notification of an fire emergency.

#### Specifications and Submittals:

1. The licensed contractor shall provide and submit to the DCCD an itemized cost proposal breakdown for the removal and disposal of all existing fire alarm system components for the site locations listed above.
2. The licensed contractor shall provide and submit to the DCCD an itemized cost proposal breakdown for the installation of new fire alarm system control panels, new power supply, new supervised control modules, new mini monitor modules, new relay modules, new photoelectric smoke detectors, new duct detectors with head, new sampling tubes, new addressable pull stations, new red ceiling horns, new red wall mount horns, new red ceiling mount horn strobes, new character annunciators, new weatherproof red wall mount horn strobes, new red wall mount horn strobes, new correct gauge of red colored conductors, new correct size of batteries, new connectors, new couplings, new junction boxes, new uni-struts, new circuit breakers, new silicone, new smoke testers, and all new components, in accordance with the scope of work.
3. The licensed contractor shall submit two (2) sets of the 100% shop drawings of the fire alarm system drawings and specifications, with indexed table of contents, relevant to equipment or product numbers. Shop drawings shall be 24" x 36", for all twenty-five (25) child care centers.
4. The licensed contractor shall submit an electronic file of shop drawings of the new fire alarm system drawings and specifications, for all twenty-five (25) child care centers listed above, in accordance with the scope of work.
5. The license contractor shall provide a written workplan schedule that allows for the least amount of disruption of the child care operations.
6. The license contractor shall be responsible for daily and final cleanup of all the site locations listed above, in accordance with the scope of work.
7. The license contractor shall at all times adhere to and be in compliance with any and all applicable Federal, State, Navajo Nation, local regulations, statues, and laws.

8. The licensed contractor shall provide professional workmanship for the removal and disposal of the existing fire alarm systems and installation of new fire alarm systems, in the accordance with the Scope of Work and agreed specifications, for all twenty-five (25) child care centers.
9. The licensed contractor shall provide the new fire alarm system Owner's Manual and installation instructions for all the new fire alarm system equipment.
10. The licensed contractor shall provide contractors and manufacturers, warranties and documents to the Navajo Nation DCCD.
11. The licensed contractor shall make sure the new fire alarm control panels are properly labeled.
12. The licensed contractor, certified electrician, and Navajo Nation Fire & Rescue Department representative shall be present during the time of the final inspection walkthrough for testing, re-setting, and shall have testing equipment. Equipment shall include smoke spray and radios.
13. The license contractor shall provide a written Record of Completion that the fire alarm system has been installed, as required in accordance with the most stringent codes and standards, and tested by manufacturer's specification and NFPA requirements.

#### Codes and Standards:

The licensed contractor shall comply with all applicable codes and standards, as listed;

1. American with Disabilities Act (ADA)
2. Head Start Design Guide
3. Navajo Nation Occupational Safety and Health Administration (NNOSHA)
4. National Fire Protection Association (NFPA)
5. National Electric Code

#### Mobilization:

1. The licensed contractor shall be responsible for receiving, unloading, and transporting any and/or all fire alarm system equipment to all twenty-five (25) site locations.
2. The licensed contractor shall provide all necessary labor, materials, equipment, supervision, tools, transportation, and all other services to complete the project one hundred percent.
3. The licensed contractor shall be responsible for mobilization cost of materials, equipment, office trailer, storage bins, and other construction items that need transporting to the twenty-five (25) location sites.
4. The licensed contractor shall be responsible to load, transport, and dispose of all damaged and replaced fire alarm system materials, to an approved Environmental Protection Agency (EPA) landfill off the Navajo Reservation.

## Removal, Disposal, and Installations:

The Navajo Nation Department of Child Care and Development (DCCD) solicits a licensed contractor to:

The purpose of the Scope of Work is to define and establish the scope of services necessary, and the contract shall be awarded based on the lowest responsible bid and responsive bid package. The bid shall meet the needs of the Navajo Nation Department of Child and Development, for the removal and disposal of all the existing fire alarm system components. Also, to install new fire alarm system control panels, new power supply, new supervised control modules, new mini monitor modules, new relay modules, new photoelectric smoke detectors, new duct detectors with head, new sampling tubes, new addressable pull stations, new red ceiling horns, new red wall mount horns, new red ceiling mount horn strobes, new character annunciators, new weatherproof red wall mount horn strobes, new red wall mount horn strobes, new correct gauge of red colored conductors, new correct size of batteries, new connectors, new couplings, new junction boxes, new uni-struts, new circuit breakers, new silicone, new smoke testers, and all new components at; Alchini Nizhoni Child Care Center – Building No. 4244, Alchini Nizhoni Child Care Center - Building No. 4245, Cottonwood Child Care Center – Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Crownpoint Child Care Center – Building No. 4049, Hogback Child Care Center – Building No. 4010, Karigan Child Care Center – Building No. 5166, Kii' Doo' Baa' I Child Care Center – Building No. 2394, Kii' Doo' Baa II Child Care Center - Building No. 4011, Leupp Early Learning Center – Building No. 3150, Little Miss Muffet Child Care Center – Building No. 4008, Little Miss Muffet Child Care Center - Building No. 4009, Many Farms Child Care Center – Building No. 4021, Nooseli Child Care Center – Building No. UNKNOWN, Pinon Child Care Center – Building No. 4246, Pinon Child Care Center – Building No. 4018, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Administration Child Care Center – Building No. 2867, Shonto Child Care Center – Building No. 4016, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, and Two Grey Hills Child Care Center – Building No. T073152. The awarded contractor shall provide quality services, as follows;

1. The licensed contractor shall be responsible for the removal and disposal of all the existing fire alarm control panels, existing power supply, existing supervised control modules, existing mini monitor modules, existing relay modules, existing smoke detectors, existing duct detectors, existing pull stations, existing red ceiling horns, existing wall mount horns, existing red ceiling mount horn strobes, existing weatherproof red wall mount horn strobes, existing red wall mount horn strobes, existing conductors, existing connectors, existing couplings, existing junction boxes, existing uni-struts, existing circuit breakers, existing silicone, and all existing fire alarm system components in accordance with the scope of work.
2. The licensed contractor shall install new required fire alarm control panels and new character annunciators, as required at all twenty-five (25) child care centers in accordance with the scope of work.
3. The licensed contractor shall install new required supervised control modules, new required mini monitor modules, new required relay modules, new required gauge of conductors, new required connectors, new required couplings, as required at all twenty-five (25) child care centers in accordance with the scope of work.
4. The licensed contractor shall install new photoelectric smoke detectors, new duct detectors with head, new sampling tubes, new addressable pull stations, new red ceiling horns, new red wall mount horns, new red ceiling mount horn strobes, new weatherproof red wall mount horn strobes, new red wall mount

horn strobes, new required gauge of conductors, new required connectors, new required couplings, as required at all twenty-five (25) child care centers in accordance with the scope of work.

5. The licensed contractor shall install the new required dedicated power supply, new required circuit breakers, new required gauge of conductors, new required size batteries, new required connectors, new required couplings, as required at all twenty-five (25) child care centers in accordance with the scope of work.

#### Period of Performance:

For the removal and disposal of all the existing fire alarm system components. Also, to install new fire alarm system control panels, new power supply, new supervised control modules, new mini monitor modules, new relay modules, new photoelectric smoke detectors, new duct detectors with head, new sampling tubes, new addressable pull stations, new red ceiling horns, new red wall mount horns, new red ceiling mount horn strobes, new character annunciators, new weatherproof red wall mount horn strobes, new red wall mount horn strobes, new correct gauge of red colored conductors, new correct size of batteries, new connectors, new couplings, new junction boxes, new uni-struts, new circuit breakers, new silicone, new smoke testers, and all new components at; Alchini Nizhoni Child Care Center – Building No. 4244, Alchini Nizhoni Child Care Center - Building No. 4245, Cottonwood Child Care Center – Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Crownpoint Child Care Center – Building No. 4049, Hogback Child Care Center – Building No. 4010, Karigan Child Care Center – Building No. 5166, Kii’ Doo’ Baa’ I Child Care Center – Building No. 2394, Kii’ Doo’ Baa II Child Care Center - Building No. 4011, Leupp Early Learning Center – Building No. 3150, Little Miss Muffet Child Care Center – Building No. 4008, Little Miss Muffet Child Care Center - Building No. 4009, Many Farms Child Care Center – Building No. 4021, Nooseli Child Care Center – Building No. UNKNOWN, Pinon Child Care Center – Building No. 4246, Pinon Child Care Center – Building No. 4018, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Administration Child Care Center – Building No. 2867, Shonto Child Care Center – Building No. 4016, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, and Two Grey Hills Child Care Center – Building No. T073152.

The licensed contractor shall provide a written workplan schedule to the DCCD, to complete the Scope of Work within six (6) months or sooner, following the issuance of the Notice to Proceed.

#### Special Requirements:

1. The contractor must be a licensed contractor for the removal and disposal of all the existing fire alarm system components. Also, to install new fire alarm system control panels, new power supply, new supervised control modules, new mini monitor modules, new relay modules, new photoelectric smoke detectors, new duct detectors with head, new sampling tubes, new addressable pull stations, new red ceiling horns, new red wall mount horns, new red ceiling mount horn strobes, new character annunciators, new weatherproof red wall mount horn strobes, new red wall mount horn strobes, new correct gauge of red colored conductors, new correct size of batteries, new connectors, new couplings, new junction boxes, new uni-struts, new circuit breakers, new silicone, new smoke testers, and all new components in accordance with the scope of work.



2. The contractor and sub-contractors are required to wear a face mask when entering all buildings. The face mask mandate was lifted on the Navajo Nation, but the Department of Child Care and Development still require face mask to be worn indoors of all child care buildings.
3. The contractor shall submit written weekly reports on the status and completion of the entire project at all site locations.
4. The contractor shall be responsible for the disposal of all damaged and replaced materials, to an approved EPA landfill, off the Navajo Reservation.
5. The licensed contractor shall provide hands-on training to maintenance personnel, operations and troubleshooting, passwords for child care accessibility and future re-programming.
6. Payments shall be made in accordance with the provisions of the contract.

**End of Statement of Work**

# REQUEST FOR PROPOSAL

## General Information

**DCCD New Fire Alarm Services  
Department of Child Care & Development  
Navajo Nation Division of Social Services**

**Bid No:23-06-3060LE**

Request for submittal deadline: All RFPs must be received, by Friday July 21, 2023 at 5:00 pm MDT

CONTACT INFORMATION: Navajo Nation Department of Child Care & Development  
Cyrus Davis, Planner/Estimator  
Phone No: (928) 871-7761

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care & Development  
Attention: La Tisha Dodson, Contract Analyst  
47552-B State Highway 264, Window Rock, AZ 86515

MAIL TO: Department of Child Care & Development  
Navajo Division of Social Services  
P.O. Box 2425  
Window Rock, Arizona 86515

**INSTRUCTION TO BIDDERS**

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care & Development. P.O. Box 2425 Window Rock, Arizona. The Navajo DCCD supports low-income working families through childcare financial assistance and promotes children’s learning by improving the quality of early care, education, and afterschool programs at child care centers located throughout the vast regions of the Navajo reservation.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **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 the proposal packet.
- D. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
- |   |   |
|---|---|
| 1. Prospective proposals Inquiry deadline<br>(No questions accepted after this date)<br>Inquiries and questions will be answered<br>at any time, prior, questions may be verbal<br>or in writing. <u>Due date for all proposals</u> | July 19,2023<br><br><br><br><br><br><br><br><b>July 21,2023</b> |
|---|---|
- E. **INQUIRES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D. (1) Mailed inquiries is to be addressed to:

The Navajo Nation  
Department of Child Care & Development  
Post Office Box 2425  
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before July 21,2023. 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 **DCCD New Fire Alarm System, Bid No: (23-06-3060LE) 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.

- H. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained 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".
- J. **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 K 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 K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **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 Navajo Nation Department of Child Care & Development reserves the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the vendor and the proposal submitted by the vendor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into 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.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
  - I. 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.

- II. 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.
- III. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal who best meets this objective.
- IV. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing Committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

Proposal Content and Organization 0-10 Points

- Organization letter & Qualifications
- Implementation plan & schedule
- Copies of licenses, certifications

Project detailed 0-30 Points

- Detailed information on approach to scope of work providing methodology with description of services

Project Schedule: 0-20 Points

- Schedule and proposed time frame of services

Credentials and Past Performance 0-25 Points

- Licensures of business
- Detailed resume and experience

Cost: 0-15 Points

- Separate Sealed Envelope

V. 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.

- Q. **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 into 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.

- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and the (3) percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-DHHS CCDF Grant Funds
  - Upon award and acceptance, the total dollar amount will be made available
  - Upon the contract with the awarded vendor.
  - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be an approximately 6 (six) months, September 5,2023 to March 5,2024 , with option for negotiable contract or a purchase order that will requires mutual agreements between both parties.
- U. **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 DCCD.
  3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal
  4. Prospective recipient shall sign a **Tax Form – W9 (2018)**

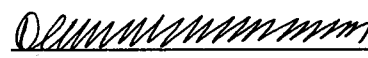
**BILLING AND PAYMENT:**

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order 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 “New Fire Alarm System Service” for Tribal Child Care Centers and approve to be advertised as is.

  
Cyrus Davis, Planner/ Estimator

 07/07/2023  
Deannah Neswood-Gishey, Department Manager III