

**REQUEST FOR PROPOSAL**  
**BID NUMBER 23-08-3103LE**

Date: August 15, 2023

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services – Access Control Phase II for four (4) DBMHS Sites**

Project Schedule:

Advertisement of RFP: August 18, 2023 – September 01, 2023

Onsite Pre-Bid Meetings:

- Fort Defiance Outpatient Treatment Center September 12, 2023 @ 9:00am MDT  
Contact: (928) 729-4012
- Newlands Outpatient Treatment Center September 12, 2023 @ 1:00pm MDT  
Contact: (928) 688-3475
- Chinle Outpatient Treatment Center September 13, 2023 @ 9:00am MDT  
Contact: (928) 674-2190
- Shiprock Administration Building September 13, 2023 @ 2:00pm MDT  
Contact: (505) 368-1001

Requests for Information Due Date: September 20, 2023 @ 5:00pm MDT

Bid Due Date: September 27, 2023 @ 5:00pm MDT

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Gilbert Largo, Systems and Programming Manager, at [glargo@navajo-nsn.gov](mailto:glargo@navajo-nsn.gov)

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation  
Division of Finance – Purchasing  
Attention: Lorita Etsitty, Buyer I  
Administration Building #1  
Window Rock Blvd  
Window Rock, Arizona

**All responses to this bid shall be sent in a sealed envelope, including a return address, and vendor name clearly marked on the outside of the envelope; indicate the following:**

RFP BID #23-08-3103LE NNDBMHS  
ACCESS CONTROL SYSTEM PHASE II  
Fort Defiance, Newlands, Chinle, and Shiprock Offices

# DO NOT OPEN-BID PROPOSAL

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsive, qualified, and independent consultant/organization to complete all work as described in the attached scope of work.

### III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with experience and history with providing the described services to provide subject-area knowledge
2. Vendor must be able to operate independently in providing described services for the program.
3. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
4. Federal requirements, if applicable

### IV. SCOPE OF WORK (See Attached)

### V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and subject-area experience. Include references.
3. Scope of Work detailing your proposed methodology and framework
4. Schedule and proposed time frame of services
5. Copies of licenses, certifications, insurance certificates, and other relevant documents.
6. Costs to be submitted in a ***separate sealed envelope***. (Detailed breakdown of all associated and applicable costs)
7. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

### VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
  - a. Proposal Content and Organization: (15 points)

- b. Methodology and schedule to complete the scope of work. (35 points)
  - c. Qualifications, credentials, and work experience. (25 points)
  - d. Cost (separate sealed envelope). (25 points)
2. Applicable Federal Requirements
  3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
    - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Window Rock, AZ (if necessary). It is the DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

Gilbert Largo, Systems and Programming Manager, is Navajo Nation DBMHS point of contact for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Email contact for Mr. Largo is [glargo@navajo-nsn.gov](mailto:glargo@navajo-nsn.gov).

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment 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 constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

**SCOPE OF WORK**  
**Navajo Nation Division of Behavioral & Mental Health Services**  
**Access Control System Phase II**

**LOCATIONS:**

Fort Defiance Outpatient Treatment Center in Fort Defiance, Arizona  
Chinle Outpatient Treatment Center in Chinle, Arizona  
Newlands Outpatient Treatment Center in Sanders, Arizona  
Navajo Regional Behavioral Health Center in Shiprock, New Mexico

**PURPOSE:**

The vendor shall plan, design, purchase, and install new access controls, card readers, proxy cards, and a comprehensive access control system for Division of Behavioral & Mental Health Services (DBMHS) sites listed above. Install new or upgrade equipment and software compatible with existing access controls, card readers, proxy cards, and IDENTIV Hirsch Velocity 3.7 server installed at Navajo Regional Behavioral Health Center located in Shiprock, New Mexico.

**BUILDING HISTORY AND DESCRIPTION:**

Listed below is a brief historical description of existing access control system, surveillance camera system, and motorized gate system installed at these sites.

1. Fort Defiance Outpatient Treatment Center:
  - Existing Panasonic security camera system online with a WJ-NX300 network recorder.
  - No existing Access Control system.
  - No existing motorized gate system.
2. Chinle Outpatient Treatment Center:
  - Existing Panasonic security camera system online with a WJ-NX400 network recorder.
  - Existing LiftMaster (CSL24UL) Commercial Slide gate operator with battery backup system.
  - No existing Access Control system.
3. Chinle Modular buildings:
  - Existing Panasonic security camera system online with a WJ-NX400 network recorder.
  - No existing access control system.
  - No existing motorized gate system.
4. Newlands Outpatient Treatment Center:
  - Existing Panasonic security camera system online with a WJ-NX300 network recorder.
  - No existing Access Control system.
  - No existing motorized gate system.
5. Navajo Regional Behavioral Health Center (NRBHC) located in Shiprock, New Mexico:
  - Existing Hirsch Velocity access control system managed by IDENTIV Hirsch Velocity 3.7 Server. This access control system was part of Phase I project implemented in 2018.
  - Existing Panasonic security camera system online with WJ-NX400 network recorders.
  - No existing motorized gate system.

**PROJECT REQUIREMENTS:**

1. Vendor shall ensure the new access control system will be integrated into the existing Hirsch Velocity 3.7 Access Control System installed at Navajo Regional Behavioral Health Center in Shiprock, New Mexico.
2. Vendor shall ensure the access control system and applications will be integrated into the existing Panasonic surveillance camera system at these sites.

3. Provide both detailed scope of programming and perform programming of all new panels and readers to include all associated time zones, roles, permissions, door groups, master door groups, command sets, credential templates, holidays, as it is required for the system to be functional and online with the head end server.
4. The system shall be integrated into DBMHS local area network to include multiple remote sites with the capacity to track when card users come and go out of the buildings.
5. Design, supply, install, and upgrade a commercial motorized gate system for sites listed in the project. See specifications for more information.
6. Vendor shall supply all required labor, tools, equipment, supplies, software applications, licenses, and services required to provide a complete security access control system.
7. Should the use of subcontractors be required, the firm shall define the categories of subcontractors in the proposal and shall provide a list with the name and address of the subcontracting firm, category of work, state license numbers and shall be submitted with each proposal.
8. Vendor shall provide complete documentation, orientation and training for DBMHS Management Information Systems (MIS) personnel to provide a clear and complete understanding of the installed equipment and its operation. System training will cover the general operation, hardware, system features and program manipulation.
9. Vendor shall provide and maintain, at their expense, general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done, its employees or agents, in connection with the performance of this agreement.
10. Upon completion of the project, vendor shall be required to provide as-builts and wiring diagrams depicting the layout and floor plan of the access control system for all sites mentioned in this project.

**ACCESS CONTROL SPECIFICATIONS:**

1. The vendor shall design, supply, upgrade, and install all security access controls, door controllers, readers, electronic door strikes, exit door motion controls, door contacts, and control computer/monitor as required providing a complete system in accordance with the project.
2. The access control system shall follow all entry activity in real-time tracking. The system shall also have event viewer, event archiving, time zoning, assignable access groups, assignable access levels, operator interfacing, alarm handling, over-rides, personnel identification numbers, operator privilege levels, various reporting modes, operator on-line assistance, query of system status, back-up, restoration and on-line maintenance.
3. The access control server software and database will be a centralized system installed on a virtual server environment at NTUA Data Center in Shiprock, New Mexico. The access control system application should be managed remotely by MIS staff.
4. The access control system shall be versatile for a wide area network to be used at other DBMHS locations and cross-platform designs.
5. The vendor is to provide an intelligent field panel controller and printer to generate and print ID cards for all users. That intelligent field panel controller must be able to communicate with all systems for all sites to allow proper programming of all cards to be generated from multiple locations.
6. The access control system shall contain a non-volatile memory and an integral system battery back-up for long-term persistent storage.
7. New locks and door strikes shall be fully universal and compatible with any access control system.
8. Provide and install all mounting hardware, relays, transformers, power supplies as required for system operation and reliability.

9. The new access control system must be able to manage at least 10 to a maximum 100 proxy cards for all locations.
10. The access control system's programming shall include configuration parameters (hardware, software, reader & door locations or numbers and communication parameters). Programming operational parameters shall include unlock/locking times, events, door shut times and communication failure/restore times.
11. The vendor shall provide complete documentation, orientation and training for Division of Behavioral and Mental Health Services personnel to provide a clear and complete understanding of the installed equipment and its operation. System training will cover the general operation, hardware, system features and program manipulation.

**ELECTROMAGNETIC LOCKS:**

1. The locks must unlock automatically in case of an emergency.
2. The door must unlock upon loss of power to the locking system.
3. The lock holding force must be set to a minimum of 600 pounds for the doors.

**MOTORIZED GATE SPECIFICATIONS:**

1. The vendor shall design, supply, upgrade, and install a commercial motorized gate system for sites listed in this project.
2. All sites should have sliding gates.
3. Motorized gate should have a LiftMaster Elite Series model CSL24UL motor or similar specifications.
4. Motorized gate will have a Battery Backup System that provides uninterrupted access when the power is out.
5. Vendor will ensure the proper electrical and data cables are installed.
6. Vendor will ensure the gate operator has a dedicated circuit with proper amperage and voltage.
7. Motorized gate shall be rated for gates 50 ft. long or 1,500 lbs. and meets UL 325 safety standards.
8. Vendor shall run and install 1-2inch conduit from the building to the motorized gate location.
9. Vendor shall install a Proximity Card Reader for gate entry access.
10. Vendor shall install a ground (free exit) loop on the inside of the gate for vehicles to pull-up on the loop to signal the gate to open.
11. Vendor will be responsible to dig and backfill a trench from the building to the motorized gate location.
12. Fort Defiance Outpatient Treatment Center: Install a new commercial grade motorized gate system according to specifications listed above.
13. Newlands Outpatient Treatment Center: Install a new commercial grade motorized gate system according to specifications listed above.
14. Chinle Outpatient Treatment Center:
  - Inspect and test all existing infrastructure such as conduits, cabling, electrical wiring, motors, and power.
  - Troubleshoot and repair motorized gates and ensure all gates are fully operational
  - Replace any defective hardware or parts. Some items may have to be bid out.
  - Ensure motorized gate system meets specifications listed above.
15. Chinle Modular Buildings: No motorized gate system required.
16. Shiprock NRBHC: No motorized gate system required.

**WARRANTIES, TECHNICAL SUPPORT, AND REPAIRS:**

1. Vendor shall provide warranty information on all work, parts, and labor.
2. Vendor shall provide 5 years warranty with next business day replacement on all hardware and parts installed for this project. This will include all access control and motorized gate components.
3. Vendor shall provide Return Material Authorization (RMA) support for all hardware.
4. Vendor shall provide a 24x7x365 on-demand telephone support for all hardware and component system failures in emergency situations.
5. Vendor shall provide a next business day hardware and component repairs in emergency situations for all locations.
6. Vendor shall include routine hardware and component upgrades as needed to keep up with fast-paced technology changes.
7. Vendor shall provide 5 years software licensing for all software applications installed for this project. This will include all software upgrades.
8. Vendor shall provide a 24x7 telephone technical support service.
9. Vendor shall provide a 24x7 online technical support service to open tickets.

**VENDOR GENERAL RESPONSIBILITIES:**

1. Be familiar with the site and point out any potential problems before starting the job preferably mentioned during the on-site pre-bid meeting at each site. Site layout and diagrams will be shared for vendors that will not be able to attend the on-site pre-bid meetings.
2. The award of this contract shall be based on the assurance that qualified staff will be able to carry out this scope of work.
3. All work that affects the facility's power and system reboots must be first approved by the authorized DBMHS personnel; without exceptions.
4. Any disruptions to the integrity of surfaces that are a portion of a fire barrier system – fire walls, enclosures, and floor penetrations must be approved by the authorized DBMHS personnel.
5. All newly installed equipment shall be properly grounded.
6. All additional wiring and cabling materials are the responsibility of the vendor.
7. All sites mentioned in this RFP are active Behavioral Health facilities, the vendor's employees shall have a respectful awareness of the facilities environment, which includes clients, staff and events at all times.

**VENDOR GENERAL SITE MAINTENANCE:**

1. Shall clean up, remove, and dispose of all debris associated with this work. Maintain cleanliness of the property at all times.
2. All work, including start-up of equipment, is to be performed during regular working hours.
3. It is the intent of this contract that all work performed is to be complete and functional in all respects that meet all requirements.
4. The costs of repair(s) and/or replacement(s) of any damage(s) done by the vendor's work force are the responsibility of the vendor.
5. All conduits and raceways shall be concealed unless prior approval has been granted to run on wall surfaces. Where runs are exposed all runs shall be true to building lines and painted out as to not be obvious.
6. Wall and ceiling surfaces disturbed during the installations shall be restored to their original conditions in like kind- materials, textures, finishes, etc.
7. At the completion of the project, all ceiling tiles, furnishing and equipment that were removed during the work will be return to its proper position.

*END SCOPE OF WORK*