

**REQUEST FOR PROPOSALS
FOOD DELIVERY
RE Bid No. 24-08-3459GC**

PROPOSAL DUE DATE: 4:00 PM MST **December 05, 2025**

DESCRIPTION: Division of Aging and Long-Term Care Support (DALTCS) is seeking Proposals from qualified, certified vendors to provide food delivery service. The food deliveries will be for an estimated eighty-one (81) Senior Centers located in five (5) Agencies:

- 1) Chinle, Arizona
- 2) Crownpoint, New Mexico
- 3) Ft. Defiance, Arizona
- 4) Shiprock, New Mexico
- 5) Tuba City, Arizona

RE Bid Number: 24-08-3459GC

Contact Person: Sherylene Yazzie, Executive Director
Email: SheryleneM.Yazzie@navajo-nsn.gov
Phone Number: (928) 871-6350

RETURN RESPONSES TO :

Mailing Address : Navajo Department of Health
Division of Aging and Long-Term Care Support
PO Box 1390
Window Rock, AZ 86515
ATTN: Sherylene Yazzie
RE Bid No. 24-08-3459GC

Physical Address : Navajo Department of Health
Division of Aging and Long-Term Care Support
Administration Building 2 # 2296
Attn: Sherylene Yazzie
Window Rock, AZ, 86515
RE Bid No. 24-08-3459GC

Respondent(s) must indicate on the Bid Package if they are a **PRIORITY ONE** or **PRIORITY TWO** vendor/business with the Navajo Nation under the Navajo Nation Business Opportunity Act.

SECTION II

REQUIRED DOCUMENTS:

The following documents are required and must be submitted with Bid Package:

1. Four (4) copies of the original RFP must be provided in a sealed envelope.
2. Two Copies of the Cost Proposal sealed in a separate envelope.
3. **Copy of Priority One or Two Certification.**
4. Completed Navajo Nation Certification Regarding Debarment & Suspension (Attached)
5. Completed Federal Form Tax W-9 (Attached)
6. Licensed, bonded, and current Certificate of Liability Insurance.

PROPOSAL FORMAT:

1. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed with a hard report cover (NO BINDERS) with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
 2. The proposal must be organized and indexed in the following format:
 - A. Letter of Transmittal
 - a. Provide background on company.
 - b. Identify the name of the person responding to the RFP.
 - c. Identify the name, title, and telephone numbers of personnel authorized to negotiate on behalf of the organization.
 - d. Identify the names, files, and telephone numbers of the person to be contacted for clarification.
 - e. Signed by the authorized person responding to the RFP; and
 - B. The respondent must submit a statement of qualifications to include:
 - a. A resume from key management or key individuals.
 - b. Number of years of experience working with the Navajo Nation Government or other government entities.
 - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe in detail, the quality, quantity, and substance of services provided.
 - d. Provide number of employees in the company/organization.
 - C. Proposal on contract approach
 - a. Provide in detail how they would accomplish the objectives described in the scope of work.
- A. 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.

- B. PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation Laws and Regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of the Navajo Nation procurement regulations.
- C. INQUIRES:** Any inquiries regarding this RFP should be submitted in writing to Sherylene Yazzie, Executive Director. Questions regarding this procurement will be accepted until 4:00 PM MST on November 26, 2025. Only written responses to questions will be considered.
- D. AMENDED PROPOSALS:** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- E. REJECTION OF PROPOSALS:** Navajo Department of Health / Division of Aging and Long-Term Care Support reserves the right to reject all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the Navajo DOH / DALTCS determines it is in the best interest of the Navajo Nation.
- F. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word “proprietary” or “confidential.”
- G. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding the RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by Navajo DOH / DALTCS and may be reviewed by any person after final selection has been made. Navajo DOH / DALTCS has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- H. INCURRING COSTS:** Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the respondent.
- I. SUFFICIENT APPROPRIATION:** A contract awarded because of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

J. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

SECTION III

A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required. Section II. Respondents should also provide technical information of delivery of services required in this Request for Proposal (RFP).

B. SCOPE OF WORK:

The Navajo Nation DOH / Division of Aging and Long-Term Care Support is accepting proposals from qualified vendors/business to provide the delivery of food for an estimated eighty-one (81) Senior Centers located within the confines of the five (5) Agencies of the Navajo Nation - Chinle, AZ, Crownpoint, NM, Ft. Defiance, AZ, Shiprock, NM and Tuba City, AZ.

SEE ATTACHED "EXHIBIT A". LOCATIONS OF (81) SENIOR CENTERS

The intent is to award a contract to one or two vendors to provide the services, even if the services overlapped geographically.

- Selected Vendor or Business shall be responsible for the following:
Focal Areas of Request for Proposal –
 - a. Provide labor, materials, supplies, transportation and equipment to provide delivery and food services to the Senior Centers across the Navajo Nation.
 - b. Vendor will furnish food items (fresh/frozen fruits and vegetables, meat and meat alternatives, grocery, bread, canned items, spices and dairy items) to be served to Senior Centers participating in congregate and home-delivered meals and food services under the Navajo Division of Aging and Long-Term Care Support Program.
 - c. Volume projects will be provided by the senior center supervisor / staff, each senior center differs according to number of meals served and size of senior centers.

SEE ATTACHED "EXHIBIT B": LIST OF FOODS SEPARATED INTO CATEGORIES

- Food Deliveries and services as outlined:
 - i. All deliveries will be made to all Senior Centers identified.
 - ii. All deliveries will be made between the hours of 8:00 AM to 5:00 PM - Senior Center operation hours.

- iii. All food orders purchased and delivered will be in accordance with the designated Senior Center menu cycle. If unauthorized food is ordered and delivered by the vendor, the program will not be liable for any associated expenses.

SEE ATTACHED "EXHIBIT C": MENU CYCLE

- iv. All food orders will be a minimum of thirty (30) food items. No more than 30 items of any Food Category item will be delivered to a Senior Center at one time.
 - v. All senior centers operate on a same menu cycle.
- Senior Center staff will have the right to refuse spoiled, over-ripen products and dented can foods.
 - Selected vendor / business shall ensure all food items are available to avoid substitutions. This includes all canned goods versus packaged or bottled food items.
 - Selected vendor / business will adhere to delivery schedules. Deliveries should not be changed or altered to delivery sites. All deliveries are on a weekly schedule, unless otherwise approved by the designated Senior Center Supervisor or Program Supervisor.
 - Most / All senior centers have delivery access and entries, there is parking space for delivery trucks but there are no delivery docks. So, roads and delivery access and entries are not paved, only dirt or gravel.

C. NAVAJO NATION SENIOR CENTERS RESPONSIBILITIES:

1. Identify Senior Center personnel as point of contact for food ordering.
2. Ensure food is ordered according to the approved Senior Center menu cycle.
3. Ensure Senior Center personnel is on-site to receive food delivery and store food accordingly.
4. Inventory all good deliveries, sign off on food invoices.
5. Submit food invoices in a timely manner to ensure payment to vendor.

SECTION IV.

A. EVALUATION PROCEDURES AND SELECTION CRITERIA:

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent 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 respondent to executed of a contract.

3. The sole object of the review team will be to select the respondents who are most responsive to the needs of Navajo DOH / DALTCS. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the respondent who best meets the objective. If there is only one responsive bid, the Navajo DOH / DALTCS may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by an evaluation team in the selection process for contract award.

Initial Point Criteria:

a. Presentation of Response	1-20 points
Completeness	
Clarity of Presentation	
Organization of Presentation	
Understanding Navajo DALTCS Objective	
b. Statement of Qualifications	1-20 points
List of three (3) Client References	
c. Technical Requirements	1-20 points
Project description	
Project accomplishments	
d. Project Management	1-20 points
Project Management Experience	
Schedule/Project Plan	
Delivering Availability	
Related Experience	
Education – Credentials	
e. Cost of Service	1-20 points
Total possible points	100 points

TAXES: All appropriate taxes should be included in the cost of services including the 6% Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax at the prevailing rate), on gross receipt for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq. , as amended from time to time, except that work performed within the To’Nanees’Dizi Local Government (“Tuba City Chapter”) or the Kayenta Township is subject to their respective local sales taxes amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§ 150 et seq.