

Navajo Nation, Division for Children and Family Services
Navajo Developmental Disabilities Program (DDP) Conference
REQUEST FOR QUOTE
BID NO. 25-06-03722LE

Quotes Due: June 16th, 2025
Description: 2025 Navajo Nation DDP Conference
Contact Person: Freida White, Program Manager
Phone: 928-699-4471
Email: fwhite@azdes.gov

Request for quote and submittal Deadline and Relevant Information:
All quotes using UPS or FedEx, and must be physically submitted to:

Physical Address: Navajo Division for Children and Family Services
DDP Program
2296 Administration Bldg. #2
Window Rock, AZ 86515
Attn: Freida White

Mailing Address: Navajo Division for Children and Family Services
DDP Program
PO BOX 4590
Window Rock, AZ 86515
Attn: Freida White

The quotes that are e-mailed must be e-mailed to:

Email Address: fwhite@azdes.gov

A. Respondent Requirements:

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

B. Scope of Work:

The Navajo Developmental Disabilities Program is requesting quotes from qualified vendors to accommodate and provide meals, audio-visual, and facility usage for the 2025 Navajo Nation DDP Conference for 300 participants.

Conference Dates: July 30th-July 31st, 2025

The respondent will need to provide a 'detailed' breakdown by costs, category, and grand total for all services for the following:

1. Meeting Rooms requirements:
 - a. General Session Room to accommodate up to 300 participants
2. Audio/Visual requirements:
 - a. Each room full audio/visual
 - b. Podium, microphone and other IT needs for General Sessions
3. Meals and Beverage requirements:
 - a. Lunch, 2-days, for 300 participants
- C. Registration Equipment:
 - a. Two (2) tables and four (4) chairs for registration for the duration of the conference.
- D. Funds Availability:
 - a. Contract will be contingent upon availability of funds.

All RFQ's must be received/mailed/e-mailed or physically delivered on or before June 16th, 2025 at 5:00 PM (DST).

Physical Address: Navajo Division for Children and Family Services
DDP Program
PO BOX 4590
Window Rock, AZ 86515
Attn: Freida White

Mailing Address: Navajo Division for Children and Family Services
DDP Program
PO BOX 4590
Window Rock, AZ 86515
Attn: Freida White

Email Address: fwhite@azdes.gov

The following documents are required and must be submitted:

1. Navajo Nation Certification regarding Debarment and Suspension
2. Federal Form Tax W-9
3. Licensed, bonded and current Certification of Liability Insurance

Quotes Format:

- a. A letter of Transmittal
- b. Quotes on Contract in accordance with part B. Scope of Work
- c. Detailed Cost and Grand Total Contract Amount for all services for this RFQ.