

Request For Proposal NDOT – DHS Tech Supplies

SECTION 1 – OVERVIEW

A. General Information

The Navajo Division of Transportation (Navajo DOT) is requesting proposals for the procurement of technology supplies under the NDOT - Department of Highway Safety (DHS) initiative.

The Request for Proposal process will identify, evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm shall have all required items specified under the Scope of Work.

- a. Request for Proposals (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting June 18, 2025, during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact Navajo DOT at 505.371.8301 to request a package. Download the RFP from the Navajo DOT website at <http://www.navajodot.org> or from the Navajo OOC website <https://mnooc.org/>.

- b. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a listed hardware/software for the Navajo DOT include but not limited to:
 - i. The selected firm(s) shall provide the Navajo Nation with the hardware and software items listed in the Scope of Work below. This includes, but is not limited to, technology supplies for the Department of Highway Safety.

- c. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	June 18, 2025
2.	RFP Submittal Deadline	June 27, 2025
3.	Evaluation of RFP & Firm(s)	July 2, 2025
4.	Final Selection of Firm(s)	July 3, 2025

- d. Inquires – Navajo DOT will not accept or reply to any inquiries for this RFP after June 25, 2025.
- e. Proposal Submittal Deadline – Proposals must be physically submitted to the address below by June 27, 2025, at 4:00 PM (Mountain Daylight Time):

Navajo Division of Transportation
ATTN: Evans Bennallie
Navajo Transportation Complex
#16 Old Coal Mine Road
Mentmore, NM 87319

LATE, FAXED, OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED. Such proposals will be un-rated, and firms submitting them will be considered non-responsive.

- f. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- g. Rejection of Proposals – Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- h. Proprietary Information – Any restriction on the use of data contained within any proposals shall be clearly stated in the proposal. Each and every page that contains proprietary information shall be stamped or imprinted “*PROPRIETARY*.”
- i. Ownership of Proposals – All material submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- j. Cost Incurred – Navajo DOT is not liable for any costs incurred by the firm(s) prior to issuance of a Purchase Order.
- k. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Purchase Order. Failure of the firm to accept these obligations may result in cancellation of the Purchase Order. No percentage of the Purchase Order will be paid to the vendor for items, firm will be obligated to have all products up front without Navajo DOT issuing out a partial payment.
- l. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100-point system set forth in Section 5 – Rating System on Evaluation Criteria.
- m. Award of Purchase Order – Navajo DOT shall award the Purchase order to the top-rated firm. Upon selection, the firm will be notified, upon Navajo DOT acceptance of the proposed bid and estimates (fee proposal, etc.) provided by the firm(s), a Purchase Order will be issued. The contract shall be effective from the executed date of the Purchase Order between the Navajo Nation and the firm.
- n. Standard Contract – The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and

local requirements, etc. into the purchasing documents; including provision of the Navajo Business and Procurement Act, at 12 N.N.C. § 1501et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.

- o. Taxes – All tangible items and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six-percent (6%) Navajo Sales Tax (24 N.N.C. § 601 et seq.).
- p. Insurance – The successful firm(s) shall, at their sole expense, procure and maintain adequate insurance coverage, including but not limited to commercial general liability, automobile liability, workers' compensation, and professional liability (errors and omissions).
- q. Disclaimer – The Navajo Nation’s acceptance or review of any proposal does not guarantee the execution of a Purchase Order. All proposed bids are subject to review for administrative and legal sufficiency under the Navajo Nation’s 2 N.N.C. § FMIS 6B/OR process and review by the Navajo Nation Department of Justice. The Navajo Nation reserves the right to reject any proposal due to procurement improprieties or non-compliance with Navajo Nation or federal regulations.

SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

A. Proposal Submission

- a. Proposal shall be submitted in a sealed envelope clearly marked:
 - i. **“DO NOT OPEN RFP # 25-06-3740GC – NDOT – DHS Tech Supplies”**
 - ii. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.
- b. Proposal Standards – The firm shall submit one (1) original and three (3) identical copies of their RFP packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - i. The RFP proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
 - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
 - iii. The following information is not included in the 30-page limit: Cover Letter on Company letterhead and Proposal Cost.
 - iv. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**
 - v. **The firm must list their SAM.GOV ID number in the proposal to demonstrate compliance..**

B. Proposal Review Process

- a. Receipt of Proposal will be verified on the due date specified. Navajo DOT will screen and evaluate Proposals received in accordance with the following criteria. Proposals which fail this check will be considered non-responsive and will be unrated.
 - i. Proposal is received by the required deadline date and time.

- ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.
- C. Proposal Evaluation
 - a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
 - b. Navajo DOT will rate the Proposals based on specifications of items proposed and rank will be determined as most responsive.
- D. Award of Contract
 - a. The Navajo DOT will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified with a Notice of Intent Letter sent to the selected firm.
 - b. The Navajo DOT will issue a Notice to Intent to the firm upon execution of the approved Purchase Order. Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a Purchase Order.

SECTION 3 – Scope of Work

A. Description of Work

The selected firm shall supply all listed items as brand new. **Used or refurbished equipment will not be accepted.**

Line Item	Description	Quantity
1	Microsoft Surface Pro Copilot+ PC - 11th edition - 13" - 32 GB RAM - 1 TB MFG Part: EP2-20077	4
2	Microsoft Complete for Business - extended service agreement - 4 years MFG Part: HP3-00215	4
3	Microsoft Surface Pro Keyboard - keyboard - with trackpad, accelerometer, S MFG Part: 8X8-00141	4
4	MS Surface Arc Mouse - Black MFG Part: FHD-00016	4
5	Apple 13-inch iPad Pro - M4 - Wi-Fi - tablet - 256GB - Space Black MFG Part: MVX23LL/A	6
6	AppleCare+ - 2 Year - iPad Pro 13" (M4) MFG Part: SM2W2LL/A	6
7	Apple Magic Keyboard - keyboard and folio case - with trackpad - QWERTY - U MFG Part: MWR53LL/A	6
8	Apple Pencil Pro - active stylus - Bluetooth MFG Part: MX2D3AM/A	6
9	Apple AirPods 4 - Active Noise Cancellation - True Wireless Earphones MFG Part: MXP93LL/A	6

10	Epson PowerLite L520W WXGA Long-throw Laser Projector MFG Part: V11HA31020	5
11	Epson Replacement Filter for Power lite L Series Projectors MFG Part: V13H134A56	15
12	Da-Lite Fast-Fold Deluxe Projection Screen System - Portable Folding Frame MFG Part: 88608	4
13	Microsoft Visio Standard 2021 - box pack - 1 PC MFG Part: D86-05954	3
14	Claris FileMaker Pro 2024 - box pack - 1 user MFG Part: HRK92ZM/A	5
15	HP Officejet 250 Mobile All-in-One - multifunction printer - color MFG Part: CZ992A#B1H	5
16	HP Care Pack Hardware Support - 3 Year - Service MFG Part: UQ212E	5
17	HP 62XL Original Ink Cartridge - Single Pack MFG Part: C2P05AN#140	20
18	HP 62XL High-Yield Tri-Color Ink Cartridge MFG Part: C2P07AN#140	20
19	HP Color LaserJet Pro 4201dw Printer MFG Part: 4RA86F#BGJ	1
20	HP 210X Black Original LaserJet Toner Cartridge MFG Part: W2100X	6
21	HP 210X Cyan Original LaserJet Toner Cartridge MFG Part: W2101X	6
22	HP 210X Magenta Original LaserJet Toner Cartridge MFG Part: W2103X	6
23	HP 210X Yellow Original LaserJet Toner Cartridge MFG Part: W2102X	6
24	HP Z2 G1i Workstation - Intel Core Ultra 9 285K - 32 GB - 1 TB SSD - Tower MFG Part: BN5K5UT#ABA	3
25	ASUS ROG Strix GeForce RTX 5070 Ti 16GB 256-Bit GDDR7 Graphics Card MFG Part: ROG-STRIX-RTX5070TI	3
26	Canon EOS R7 - digital camera RF-S 18-150mm F3.5-6.3 IS STM lens MFG Part: 5137C009	1
27	Canon EOS R6 Mark II - digital camera RF 24-105mm F4-7.1 IS STM lens MFG Part: 5666C018	1
28	Evolis - YMCKO - print ribbon (color) MFG Part: R5F008AAA	120
29	Fellowes Powershred 425Hs - shredder MFG Part: 4251501	1
30	Yealink WH62 Mono Wireless DECT MFG Part: 1308000	2

31	Yealink EHS61 - wireless headset adapter for wireless headset, VoIP phone MFG Part: EHS61	2
32	Calendly – Teams for 6 Users for 2 Years	1

SECTION 4 – Proposal Content and Evaluation Criteria

- A. Qualification of the Firm. Proposal shall specifically address and affirm the following:
 - a. Letter of Interest that indicates why your firm should be selected to provide the NDOT – DHS Tech Supplies proposal to Navajo DOT.
 - b. Evidence of Insurance, such as Professional Liability Insurance, Workers Comp, etc.
- B. Navajo Business Opportunity Act (NBOA)
 - a. The Navajo DOT will follow the Navajo Business Opportunity Act (5 N.N.C. § 201 et seq.), which gives certified Navajo-owned businesses priority in procurement for materials or professional services.
 - i. Priority #1 - 100% Navajo owned and controlled business entity
 - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+)
 - iii. Other Indians that own and control all or a majority of the business activities
 - iv. Any tribally-owned and operated business entity

SECTION 5 – Rating System on Evaluation Criteria

- A. Description of the components provided in Section 4 – Proposal Content and Evaluation Criteria.
- B. Each proposal will be evaluated and rated as follows:

	<u>COMPONENTS:</u>	<u>SCORING:</u>
A.	Organization of RFP	10 Points
B.	Letter of Transmittal	5 Points
C.	Specifications of Submitted Services	70 Points
D.	Three References	15 Points
Total Points		100 Points
E.	NBOA (Priority #1)	+15 Points
F.	NBOA (Priority #2)	+10 Points

It is the intent of Navajo DOT to score the firms according to the proposals submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

End of Request for Proposals - RFP #25-06-3740GC

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant’s request for consideration for a business opportunity.

Applicant Name

Name of individual signing on Applicant’s behalf (print)

Applicant Address

Title of individual signing on Applicant’s behalf

Applicant Address

Signature of individual signing on Applicant’s behalf

Applicant Address

Date