

REQUEST FOR PROPOSAL
NAVAJO NATION
DEPARTMENT OF CHILD SUPPORT SERVICES

Information Technology Equipment
BID NO. 25-07-3763GC

The Navajo Nation Department of Child Support Services is issuing this Request for Proposal (RFP) to receive proposals from qualified vendors to provide Information Technology Equipment and installation services.

All details pertaining to the contents and requirements of the RFP are on the Navajo Nation Office of the Controller website at NNOOC.org under RFP tab or via email to Judy Platero, Program Manager at jplatero@css.navajo-nsn.gov or call 928-871-7194.

All interested parties are invited to review and respond to the RFP. All responding vendors are to submit (4) proposals (1 original and 3 copies), along with all required forms to:

The Navajo Nation
Office of the Controller-Purchasing
Attention: Grace Coan
Administration Building #1
Window Rock Blvd.
Window Rock, AZ 86515

CLOSING DATE/TIME: August 12, 2025, 5:00 p.m. MST

INFORMATION, REQUIREMENTS AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Department of Child Support Services (NNDCSS) is a federally funded program operating child support services to the Navajo population through an automated child support system performing case management including financial management of child support payments. throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a services contract OR issuance of a Purchase Order (if applicable) with one (1) responsive, qualified, and independent contractor to complete all work as described in the Scope of Work.

III. RFP SCHEDULE

Issue of Invitation for Proposals:	August 7, 2025
Advertisement of RFP:	August 8-11, 2025
RFP Due Date:	August 12, 2025, 5:00 PM MST
Opening of RFP's:	August 13, 2025
Notice of Selection:	August 13, 2025

RFP's must be physically submitted or post marked by August 12, 2025, 5:00 pm MST.

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IV. RESPONDENT REQUIREMENTS

- a. Proposal(s) shall be submitted in a sealed envelope clearly marked: **"DO NOT OPEN RFP# 25-07-3763GC - Information Technology Equipment-Child Support Services"**
- b. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope with the firms address.
- c. The firm shall submit one (1) original and three (3) identical copies of their RFP for the evaluation team.
- d. Letter of Interest.
- e. Inclusion of all required documents as specified in VI. Evaluation Process 2-9.
- f. 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 nonresponsive and rejected on that basis.
- g. The Navajo Business Opportunity Act 5 NNC § 201, 205 may apply.
- h. Federal requirements, if applicable.

V. SCOPE OF WORK

The NNDCSS is soliciting proposals to establish a one-time purchase of Information Technology Equipment and Installation as outlined below.

The following are the requirements for the Information Technology Equipment.

Quantity	Description
13	DESKTOP PC - SFF i7 PC Intel Core 1TB SSD, 32GB DDR5, NVD Qdro T1000, W11 Pro 64, 3/3/3 Mfr Warranty
26	27 Inch Monitor
31	HP LaserJet MFP M234dw Printer 6GW99F#BGJ
31	TONER w1340X
31	Warranty 3yr
1	HP Color LaserJet Enterprise Flow MFP 6800zf Printer Mfr. P/N: 6QN36A#BGJ
1	Set of TONER (B, M, C, Y - 213X) for HP MFP 6800
1	Warranty 3yr
9	HP EliteBook 860 G11 - Intel - Ultra 7 - 155U 16Inch - 1920 x 1200 - DDR5 32GB RAM - 1TB SSD M.2
	Mfr.P/N: A6TE2UT#ABA
	3 Year Accidental Damage Warranty
27	SCANSNAP IX1600 Mfr.P/N: PA03770-B605
5	Desktop PC SFF i7 PC Intel Core, 1TB SSD, 32GB DDR5, NVD Qdro T1000, W11 Pro 64, 3/3/3 Mfr. Warranty
5	E32k G5 USB-C 4K Monitor
32	EMSISOFT A/V
15	Adobe Pro
20	C920e HD 1080P Webcam, TAA Compliant Mfr.P/N: 960-001384
20	MK370 COMBO FOR BUSINESS (GRAPHITE) - BROWN BOX
20	APC BACK-UPS, 700VA/420W Mfr. P/N: BE700G3
20	Expand SP 30T Mfr. P/N: 1000225 (Mic and Speaker)
20	C2G Mini DisplayPort to HDMI Adapter - Mini DP to HDMI Adapter - DisplayPort 1.2 - Black - M/F - adapter - DisplayPort / HDMI - 8 in
6	Printer Managed Services - 2 Years (updates, maintenance, toner replacement, configurations, and troubleshooting)
20	Setup and Installation - Chinle, Window Rock, Ft Defiance, Tuba City (Computers and Printers)

VI. EVALUATION PROCESS

- a. Receipt of RFP will be verified by the due date and time specified.
- b. Evaluation Criteria:
 1. Letter of Interest that indicates why your firm should be selected for the RFP.
 2. Evidence of Insurance(s).
 3. Submission of W9 (March 2024)
 4. Navajo Nation Debarment & Suspension Form.

5. Certification of Navajo Owned Business and First Opportunity as NNDCSS will follow the Navajo Business Opportunity Act.
6. Navajo Nation Businesses bidding under the Navajo Business Opportunity Act shall clearly note their Priority 1 or Priority 2 status in the Envelope and/or Subject line of Bid Proposal.
7. Listing of all Information Technology Equipment Hardware and Software as listed in the Scope of Work.
8. Listing of cost of each Information Technology Equipment Hardware and Software in a detailed breakdown for each item listed. (cost of item(s), quantity of item(s), shipping cost, Navajo Nation Sales Tax (6%), and total amount.)
9. Proposed Cost is to be Sealed in a Separate Envelope.

VII. RATING SYSTEM ON EVALUATION CRITERIA

a. Organization of RFP	25 Points
b. Letter of Interest	15 Points
c. Specifications of Required IT Items	15 Points
d. Cost Breakdown	15 Points
e. Required Documents	30 Points
Total Points	100 Points
f. Navajo Preference (Priority #1)	10 Points
g. Navajo Preference (Priority #2)	05 Points

The NNDCSS reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.

VIII. 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 OR Purchase Order.

IX. TECHNICAL DIRECTION

The NNDCSS point of contact is Judy Platero, Program Manager for inquiries related to this RFP and other matters. Questions and answers will be shared with all respondents. You may contact Ms. Platero at jplatero@css.navajo-nsn.gov or call 928-871-7194.

X. PAYMENT

The Navajo Nation Services Contract will describe this section OR by issuance of Purchase Order.

XI. 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.

XII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter into 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 Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.