

**REQUEST FOR PROPOSAL**  
**Bid Number: 25-07-3797GC**

Date: July 23, 2024

Project Title: **Navajo Food Distribution Program Staff Professional Development Workshop  
Lodging, Catering, Conference Room, Audio/Visual Equipment.**

Project Schedule:

Advertisement of RFP	August 1, 2025 – August 15, 2025
Requests for Information Due Date	August 14, 2025, at 5:00pm MST
Bid Due Date	August 15, 2025, at 5:00pm MST

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 Kyle Rockbridge, Senior Budget Analyst, at [kyle.rockbridge@navajo-nsn.gov](mailto:kyle.rockbridge@navajo-nsn.gov) or at (928) 871-6760 or at (928) 871-6429.

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: Grace Coan , Buyer  
Administration Building #1  
Window Rock Blvd  
Window Rock, Arizona

Responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

**BID # 25-07-3797GC Navajo Food Distribution Program Staff  
Professional Development Workshop**

**DO NOT OPEN-BID PROPOSAL**

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Food Distribution Program is a community direct food assistance Program to qualified and eligible clientele on Indian Reservations. We are committed to providing nutritional food to qualified Navajo People. The Program has 7 separate Food Distribution warehouses in Tuba City, Leupp, Teec Nos Pos, Fort Defiance, Mexican Springs, Kirtland and Crownpoint. Our programs funded Navajo food and nutrition services under USDA. Our service area covering an area of over 27,000 square miles, with our established satellite chapter, we directly service communities that have limited access to Nutritional Food.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract or Purchase order (if Necessary), with one (1) responsible, qualified, and independent vendors 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 a minimum of three (3) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.

### 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 hosting experience. Include references.
3. Sub-contractor Information, if applicable
  - a. Subcontractor work should not exceed 40% of entire project
4. Scope of Work
5. Design and/or hotel/conference room(s) layout, etc.
6. Copies of licenses, certifications, insurance certificates, and other relevant documents.
7. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; NM State Tax, AZ State Tax and Navajo Nation Sales Tax.
8. 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 (30%):
    - a. Organization letter and qualifications, implementation plan and schedule, copies of licenses and certifications
  - b. Project Detailed (15%):
    - a. Detailed information on the approach to scope of work providing methodology with description of services.
  - c. Project Schedule (15%)
    - a. Schedule and proposed time frame of services
  - d. Credentials and past performance (5%):
    - a. Licensures of Business
    - b. 1 year past performance with Navajo Nation Government
    - c. Detailed resume and experience
  - e. Cost (3%)
    - a. Itemized and in Separate sealed envelope
    - b. Include all applicable costs and taxes
2. The Navajo Food Distribution Program, 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 services or other requirements. The presentation will be scheduled to be presented in Window Rock, AZ (if necessary). It is NDOH-Food Distribution programs, intent 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 or Purchase order (if Necessary) 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

The Navajo Food Distribution Programs, point of contact Kyle Rockbridge, Senior Budget Analyst, for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Rockbridge's email address is kyle.rockbridge@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 or Purchase order (if Necessary), will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

**SCOPE OF WORK**

**Navajo Food Distribution Program Staff Professional Development Workshop  
Lodging, Catering, Conference Room, Audio/Visual Equipment**

The Navajo Food Distribution Program, is looking for proposals from vendors to host staff for the Food Distribution Program, Professional Development Workshop. Navajo Food Distribution is seeking vendors to provide lodging, catering, conference room rental, audio/visual equipment rental, and special discounted government room rates for this event to be held the week of October 27, 2025, to October 31, 2025.

Specifications for Lodging, Conference Room Requirements and Catering:

- 1) Number of Participants – there will be an estimated ninety (90) participants
- 2) Lodging Accommodations for 90 individuals
  - a. Number of Double Rooms: 74
    - i. Each double room should have two queen beds. Roll-a-way beds will not be accepted as a substitution.
  - b. Number of Single Rooms: 16
  - c. Check in will be on October 27, 2025, and Check out will be on October 31, 2025
  - d. Indicate if special discount or government rates are available
  - e. All rooms are to be non-smoking rooms and should be offered on site as event
  - f. The lodging rate per night should be the same for both single rooms and double rooms
  - g. Note: some participants have government purchase cards and will be making lodging accommodations on their own and not paid under this contract; therefore, special discounted rate or government rate should be offered
- 3) Catering
  - a. Continental Breakfast on October 28-31, 2025 enough for 90 participants
    - i. Day 1 – October 28, 2025, 7:00am to 8:00am
    - ii. Day 2 – October 29, 2025, 8:00am to 9:00am
    - iii. Day 3 – October 30, 2025, 8:00am to 9:00am
    - iv. Day 4 – October 31, 2025, 8:00am to 9:00am

- b. Lunch on October 28– 31, 2025 enough for 90 participants
    - i. Day 1 – October 28, 2025, 12:00pm to 2:00pm
      - 1. Menu: Beef Tacos/Chicken, Beans, Rice, Vegetables, Dinner Rolls
    - ii. Day 2 – October 29, 2025, 12:00pm to 1:00pm
      - 1. Menu: Deli Sandwich, Potato Salad, Accompanies, Kettle Chips
    - iii. Day 3 – October 30, 2025, 12:00pm to 1:00pm
      - 1. Menu: Soup & Salad: Tortilla Green Chili Stew/Red Chili Pork Posole  
Green leaf salad, mushroom, peppers, cherry tomatoes, ranch dressing
  - c. Staff Banquet Dinner on October 30, 2025, 6:00pm to 10:00pm
    - i. Menu: BBQ Pork/Chicken, Baked beans, Cole-slaw, Corn/Green beans, Pie
  - d. Morning and afternoon refreshments and water, juice, tea, coffee stations, pastries on October 28 – 31, 2024
  - e. Vendor shall provide ice water and drinking glasses for participants in all conference rooms throughout each day on October 28 – 31, 2025
- 4) Conference Rooms and Facilities
- a. General Sessions will be held on the following days:
    - i. Day 1 – October 28, 2025 7:00am to 5:00pm
    - ii. Day 2 – October 29, 2025 7:00am to 4:00pm
    - iii. Day 3 – October 30, 2025 7:00am to 2:00pm
    - iv. Day 4 – October 31, 2025 7:00am to 3:00pm
  - b. Two (2) Breakout Rooms which should comfortably accommodate up to 45 individuals estimated. Breakout sessions will be held on the following days:
    - i. Day 2 – October 29, 2025 8:00am to 3:00pm
    - ii. Set up of each breakout session will be Ballroom Style
  - c. One work room to be designated near the conference areas for three (3) days
  - d. Registration will be held each day from 7:00am to 9:00am in the lobby area outside the general session conference room and main breakout room
    - i. Registration set up will be three tables and 5 chairs
  - e. The proposal shall include a top-view floor plan of the facility, identifying rooms recommended for meeting rooms
  - f. Vendor will include additional cost for projectors, projector screens, microphone, speakers, table, chairs, wi-fi access, stage set up
    - i. Projector should be able to connect to laptop computers provided by presenters including adapters
  - g. Vendor will include additional cost for duplicating, printing, modification to room set ups
    - i. Indicate if set up of program printer is allowable/permissible in work room
  - h. Vendor should be available to provide IT tech support, when necessary



**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://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.	<b>1</b> 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.)		
	<b>2</b> Business name/disregarded entity name, if different from above.		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> 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) . . . . . <b>Note:</b> 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) _____	<b>4</b> 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.)	
	<b>3b</b> 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"/>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
<b>6</b> City, state, and ZIP code			
<b>7</b> 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.

<b>Social security number</b>	
<div></div>	<div></div>
<b>or</b>	
<b>Employer identification number</b>	
<div></div>	<div></div>

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

<b>Sign Here</b>	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](http://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.

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Applicant Name

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

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Applicant Address

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Title of individual signing on Applicant's behalf

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Applicant Address

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Signature of individual signing on Applicant's behalf

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Applicant Address

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Date