

**NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT
INVITATION FOR BID (IFB)**

BID No: 25-09-3865SB

Microsoft Enterprise Agreement and Licenses

Due: September 23, 2025

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals to establish a three-year contract to renew Microsoft Enterprise Agreement and Licenses. Vendors will be required to furnish a detailed proposal, which will provide the functions, as outlined in this document, or so state those functions which require exceptions to be taken. This request for proposal (RFP) states the overall scope of products and services desired, software functionality, technology foundation, and desired vendor qualifications. This contract shall begin on November 1, 2025, through October 31, 2028

All submitted bids must be submitted in a sealed envelope and clearly marked:

Hand Delivered to: Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
Tribal Hill Drive Building #FA-2754
Window Rock, Arizona 86515
DO NOT OPEN: BID No.

OR

Certified Mail to: Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
Post Office Box 1889
Window Rock, Arizona 86515
DO NOT OPEN: BID No.

One (1) Original and two (2) copies of the Bid must be in a sealed envelope, clearly marked: Do Not Open: BID No. 25-09-3865SB with indication if vendor is Priority 1 or 2. Bid opening will be held in accordance to the Navajo Nation Procurement procedures. No email or faxed responses shall be considered. NDWD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses after the above due date and time will not be accepted or considered.

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I. IFB DUE DATE

The deadline for the invitation for bid is **September 23, 2025 at 4:00p.m. MDT**. Any proposals received after this deadline will not be considered. If it becomes necessary to revise any part of the IFB, an addendum will be issued.

II. SCOPE OF SERVICES:

The scope of the products and services desired shall include: The Navajo Department of Workforce Development (NDWD) requests renewal of Microsoft Enterprise Agreement for software that is used for data collection, data management, data storage and communication.

The selected firm will provide the following listed items. Items submitted must be equal to or greater than the following:

Line	EA PART #	DESCRIPTION	DURATION IN MONTHS	QUANTITY
1	AAD-33168	Microsoft 365 E5 Unified Sub Per User	36	160
2	INZ-00004	Defender Endpoint Server Sub	36	12
3	9EM-00270	Win Server Standard Core ALng SA 2L	36	96
4	6VC-01254	Win Remote Desktop Services CAL ALng SA UCAL	36	15

All software benefits that are applicable must be included.

III. SCHEDULE OF ACTIVITIES

Issue IFB to prospective bidders	September 09, 2025
Last day for questions from bidders	September 13, 2025
Response to questions	September 18, 2025
IFB Submission deadline	September 23, 2025
IFB Opening	TBD
Selection of winning bid	TBD

IV. QUESTIONS AND INQUIRIES

Questions or requests regarding the IFB should be submitted in writing (emailed questions are acceptable) to the following:

Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
P.O. Box 1889, Window Rock, Arizona 86515
Email: klynnbegay@ndwd.org

V. INSURANCE REQUIREMENTS

The Navajo Nation will require the selected vendor, as its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, professional liability, automobile liability, worker's compensation, errors and omissions liability, etc. as outlined by the Navajo Nation Risk Management Department prior to any final award of a contract.

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VI. RESPONDENT REQUIREMENTS

The following shall include in all responses and received by the date and time noted above to be considered:

- A. An original RFP response with two (2) copies must be provided in a sealed envelope.
- B. Letter of Transmittal must include:
 - i. Provide Statements of Qualifications
 - ii. Identify the name of the person responding to the RFP
 - iii. Identify the name, title and telephone numbers of people authorized to negotiate on behalf of the organization.
 - iv. Identify the names and telephone numbers of people to be contacted for clarification.
- C. Cost and Budget Breakdown

This section must include a detailed cost proposal with a grand overall total for each of the following areas:

 - i. Price of products and service fees
 - ii. All appropriate taxes should be included in the cost of services including the Navajo Nation Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. Seq.).
 - iii. Total Cost
- D. Required Documents
 - i. Comprehensive Scope of Work
 - ii. Respondent(s) must indicate if they are a priority one or two vendor with the Navajo Nation. Navajo Preference vendors must provide Certificate of Eligibility issued by the Navajo Business Regulatory Department.
 - iii. Navajo Nation Certification regarding Debarment and Suspension Form
 - iv. Federal IRS W-9 Form (March 2024)
 - v. Certificate of Insurance

VII. EVALUATION PROCEDURES AND CRITERIA

- A. An evaluation team will review the proposals received in accordance with the general criteria described herein. Respondents should be prepared to provide any additional information the evaluation team feels is necessary for the fair evaluation of proposals.
- B. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NDWD. The specifications in the IFB represent the minimum performance necessary for a response. Based on the evaluation criteria established in this IFB, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NDW Department Manager may elect to evaluate the IFB solely.

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VII. ADDITIONAL INFORMATION

A. Availability of Funds

Any subsequent contract award associated with the IFB is contingent upon the availability of funds to the Navajo Department of Workforce Development. If funds are not available, any agreement resulting from this IFB shall become void and of no force or effect. NDWD reserves the right to negotiate the overall contract price based on availability of funds.

B. Agreement

The NDWD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed fee and period of time. NDWD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

C. Cancellation of Agreement

NDWD reserves the right to cancel any contract/agreement, at any time, with thirty days' prior written notice to consultant, should any of the following conditions exist:

- i. Funds are not appropriated by NDWD for continuance of this agreement
- ii. NDWD, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

D. Response Material Ownership

All material submitted regarding this IFB shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by NDWD and may be reviewed by any person after final selection has been made. NDWD has the right to use any or all system ideas presented in reply to the IFB. Disqualification or non-selection of a respondent or proposal does not eliminate this right.