

**Navajo Nation Division for Children and Family Services
REQUEST FOR BID
BID NO. # 25-10-3907DB**

Proposals and Bids Due: November 7, 2025
Description: 2025 Winter Symposium –
Division for Children and Family Services
Contact Person: Marlinda Littleman, Senior Programs/Projects Specialist
Phone: 928.871.6851
Email: mlittleman@ndcfs.org

Proposal and Bids may be electronically mailed to: mlittleman@ndcfs.org

Bids using FedEx, UPS, postal mail, or personal delivery must be submitted to:

Physical Address: Navajo Division for Children and Family Services
2296 Administration Bldg. #2
Window Rock, AZ 86515
Attn: Marlinda Littleman, SPPS

Mailing Address: Navajo Division for Children and Family Services
PO Box 4590
Window Rock, AZ 86515
Attn: Marlinda Littleman, SPPS

1. Schedule of Activities and Timelines:

Schedule of Activities	Timelines
Begin advertising the <i>Request for Proposal</i>	October 28, 2025
Due Date to submit Proposal	November 7, 2025
Proposal and Cost Review	Week of November 10 th
Award Project	Week of November 17 th
Begin Contract or Payment Process	Week of November 24 th
Contract Executed or Purchase Order in Place	Week of December 1 st

2. Respondent Requirements

- a. All respondents must have, at a minimum, the capabilities listed herein to perform the duties and responsibilities of the Scope of Work. Bids must reflect in detail the inclusion of these services and additional forms required.

Respondents should also provide any technical information about the delivery of services required in the Request for Proposal (RFP).

- b. Vendors must demonstrate years of experience and a description of Hotel Hospitality Management and Event Management and may include credentials, including but not limited to licensures and certifications. All work performed must comply with required laws, safety codes and regulations.
- c. Vendors must have the ability to engage with a planning committee to finalize all event plans.

3. Proposal Format

- a. Appearance of the proposal must be professional and presentable.
- b. Not more than 20 pages, one-sided.
- c. Letter of Interest must be included.

4. Addendum

- a. Any Addendum to this RFP will be submitted in writing to vendors who inquired about the RFP; and it will be posted on the Navajo Nation Office of the Controller's website and also on the Navajo Division for Children and Family Services' website.

5. Scope of Work

- a. The Navajo Division for Children and Family Services is requesting proposal and cost from qualified vendors to host the 2025 Winter Symposium Event. The event will include the following:
 - i. Three-day event to be on December 15th – 17th, 2025.
 - ii. Number of Participants:
 - 1. 375 employees
 - 2. 25 Guest/Presenters/Exhibitors
 - iii. Meeting Space
 - 1. One General Session Room and 5 breakout rooms.
 - 2. Tables and Chairs to accommodate general sessions and breakout sessions.
 - 3. AV Equipment – Screen, Projector, and Wireless Microphone in each room, or where applicable.
 - iv. Exhibitors
 - 1. Tables for 10 Exhibitor for each day.
 - v. Meals and Snacks – See attached Proposal
 - vi. Number of Hotel Rooms
 - 1. Day One – 115 Rooms
 - 2. Day Two – 115 Rooms
 - 3. Day Three – 115 Rooms
 - vii. Proposed Agenda – See attached Proposal
- b. Vendors must have ability to coordinate with the Coordinator and Planning Committee on cost, logistics, and accommodate

- c. Vendors must comply with 2 CFR 200 Procurement Standards in identifying qualified, licensed contractors to provide minor home repair services.

All RFPs must be received by the NDCFS on or before **Tuesday, November 7, 2025**, at 3:00 PM (MST).

The following documents are required and must be submitted:

1. Navajo Nation Certification regarding Debarment and Suspension
2. W-9 Form Request for Taxpayer Identification Number and Certification
3. Licensed, bonded, and current Certificate of Liability Insurance
4. Curriculum Vitae or Resume outlining previous projects and work experience.

Bids Format:

1. Bids must include all cost pursuant to the Scope of work, including all applicable fees, taxes, etc.
2. Detailed Cost and Grand Total for all services for this RFP.

Attachments:

- Proposal
- W-9
- Debarment and Suspension

Attachment 1
Proposal
2025 Winter Symposium
Navajo Division for Children and Family Services

Purpose:

The purpose of this event is to host an organizational-wide meeting and a holiday event for the Navajo Division for Children and Family Services (NDCFS) employees. The event will include providing program updates, workshop sessions, employee appreciation activities, a holiday banquet, and bringing needed resources for the employees.

Proposed Dates:

December 14th to 17th, 2025

Number of Participants:

375 employees

25 guests and presenters

Proposed Agenda:

Day One – Sunday

3:00 p.m.	Registration
5:00 p.m.	End of Registration

Day Two - Monday

8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 12:55 p.m.	Lunch & Lunch Activity
12:55 p.m. – 1:10 p.m.	Prepare Room for Breakout Session
1:10 p.m. – 5:00 p.m.	Breakout Sessions

Day Three - Tuesday

8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 1:00 p.m.	Lunch & Lunch Activity
1:00 p.m. – 3:00 p.m.	Breakout Sessions
3:00 p.m. – 5:00 p.m.	BREAK – Preparing for Banquet
5:00 p.m. – 8:00 p.m.	Banquet & Holiday Event

Day Four - Wednesday

8:00 a.m. – 12:00 p.m.	Breakout Session
12:00 p.m. – 1:00 p.m.	Lunch & Lunch Activity
1:00 p.m. – 1:15 p.m.	Prepare for General Session
1:15 p.m. – 3:00 p.m.	Closing Session

Meeting Space

- 1) One General Session Room and five (5) breakout rooms.
- 2) Tables and Chairs to accommodate general sessions and breakout sessions.
- 3) AV Equipment – Screen, Projector, and Wireless Microphone in each room, or where applicable.

Meals and Snacks

(Items below are recommended, but the venue can select an equivalent meal or snack.)

Day Two (Monday)

Breakfast Buffet

Seasonal Fresh Fruit
House-Made Granola, Organic Clover Honey
Farm Fresh Scrambled Eggs, Chorizo Monterey Jack
Cheese and Chives
Crisp Apple Wood Smoked Bacon
House Potatoes
Assorted Fresh Baked Goods
Freshly Brewed Coffee, Assorted Herbal Teas,
Fresh Squeezed Orange Juice

AM Snacks

Smoothie Action
Freshly Prepared Fruit Smoothies with Seasonal
Ingredients, Granola Bars

Lunch Buffet

Old Fashioned Potato Salad
House Salad
Chopped Mixed Greens, Cherry Tomatoes,
Cucumbers, Carrots, Monterey Jack Cheese,
Black Beans, Ranch Dressing
Chipotle BBQ Pork Ribs
Ancho Dry Rubbed Chicken
Salmon
Macaroni & Cheese, Green Chilies, Three Cheese,
Fire Roasted Corn
Baked Beans
Fresh Watermelon Wedges
Skillet Peach Cobbler

PM Snacks

Chips, Dips and Salsa
Stone Ground Tortilla Chips, Vegetable Chips,
Kettle Chips, Chunky Guacamole, Green Chili Salsa,
Fire Roasted Tomato Salsa, Chili Con Queso,
Assorted Sodas

Day Two (Tuesday)**Breakfast Buffet**

Individual Yogurt Parfaits, Assorted Berries,
House Made Granola, Low Fat Yogurt
Seasonal Fresh Fruit
Farm Fresh Scrambled Eggs, Chives
Grilled Ham Steaks
Pork Link Sausage
House Potatoes
Croissants and Pastries
Freshly Brewed Coffee, Assorted Herbal Teas,
Fresh Assorted Juice

AM Snacks

Assorted Donuts and Pastries
Lemonade

Lunch

Pork Chops
Salad
Vegetable
Mash Potato and Gravy
Bread (Rolls)
Assorted Jello and Pie for Dessert

PM Snacks

Assorted Candy Bars
Dark Chocolate Milky Way, Snickers,
3 Musketeers, Reese's Peanut Butter Cups,
Power Bars, Granola Bars

Dinner – Plated

Steak and Enchilada (choice of Beef or Chicken.
Salad
Bread (Rolls)
Vegetable
Spanish Rice

Assorted Cake
Freshly Brewed Coffee, Assorted Herbal Teas,
Fresh Assorted Juice

Day Three (Wednesday)

Breakfast Buffet

Red Chile Chilaquiles with Scrambled Eggs, Mixed Cheese,
Corn Tortillas and Pinto or Black Beans
Chorizo, Sausage, and Bacon
Seasonal Fresh Fruit
House Potatoes
Freshly Brewed Coffee, Assorted Herbal Teas,
Fresh Assorted Juice

AM Snacks

Healthy Snack/Energy Bars

Lunch

Asian Salad with Cabbage, Shredded Carrots,
Peanuts, Mandarin Oranges, Julienne Bell Peppers,
Asian Dressing
Crisp Vegetable Egg Rolls
with Sweet Chili & Hot Mustard Dipping Sauces
Asian Braised Short Ribs
Sesame Chicken Stir Fry
House Lo Mein and Fried Rice, Stir Fry Vegetables
Chocolate Dipped Coconut Macaroons
and Fortune Cookies

**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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ 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. ☐ 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 _____ ☐	
	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