

**NAVAJO NATION
DEPARTMENT OF FAMILY
SERVICES (DFS)**

**INVITATION TO BID
HARDWARE REFRESH**

**DIVISION OF FINANCE –
PURCHASING**

BID NO. 26-05-4128SB

INVITATION TO BID (ITB)
BID NO. 26-05-4128SB

PROJECT TITLE: The Department of Family Services Hardware Refresh

BID DUE DATE: June 12th, 2026

Primary Contact Person: Jeremy Gishey, Senior Accountant
Phone: (928) 871-7986
Email: Jeremy.Gishey@ndcfs.org

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

Navajo Division for Children and Family Services
Navajo Division Department of Family Services
2296 Administration Bldg. #2
Window Rock, AZ 86515
Attn: Jeremy Gishey, Senior Accountant

Bids may be electronically mailed to: Jeremy.Gishey@ndcfs.org

BID: All interested parties are invited to review and respond to this Invitation to Bid (ITB) at their discretion. Respondents are instructed to contact Jeremy Gishey, DFS Senior Accountant, via email at Jeremy.Gishey@ndcfs.org for all questions about the contents of this ITB. For technical questions, please contact Chris Wright, Technical Project Manager, via email at chris.wright@nntanf.org.

GUIDELINES FOR THE INVITATION TO BID

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Department of Family Services (DFS) is a tribal government agency dedicated to supporting the well-being of Navajo families and communities. It provides social services to protect children, strengthen families, and promote self-sufficiency. The department administers programs such as child welfare, foster care, adoption services, child protective services, family preservation, and support for vulnerable individuals. Its mission centers on safeguarding children, empowering families, and preserving Navajo cultural values while ensuring that individuals receive the care and assistance they need.

II. SCOPE OF CONTRACT

A. Procurement of Technology Products and Support Services

This ITB outlines the requirements for procuring various technology products and associated support services. The scope of this contract includes the supply and delivery of specified equipment and solutions from qualified vendors who maintain authorized partnerships with the relevant original equipment manufacturers (OEMs).

B. Objective

To select one or more vendors to supply and deliver hardware, technology equipment, and associated goods to support operational and security needs. Vendors will also be responsible for including OEM support for the delivered products for at least three (3) years.

C. Scope of Products

Vendors shall provide pricing, delivery timelines, and support details for the following categories:

- **Computer Hardware:** Laptops, desktops, and related components.
- **Peripherals:** Scanners, dock monitors, webcams, uninterruptible power supplies, headsets, keyboards, mice, and miscellaneous components.
- **Printer Supplies:** Toner and fuser kits.

D. Delivery Requirements

All products must be delivered within a reasonable and specified lead time after issuance of purchase orders. Vendors shall indicate typical delivery timelines for all items quoted in their responses.

E. Manufacturer Partnerships

Respondents must demonstrate and provide evidence of current and active partnerships or authorized reseller status with the manufacturers of proposed hardware and technology solutions.

F. Support Services

Vendors must include at least a three (3) year support term for all hardware and software solutions quoted in their bids. This includes:

- Technical support
- Warranty facilitation
- Hardware replacement (as applicable)
- Software update/patch guidance (as applicable)

No implementation, installation, integration, or configuration services are required or to be included in this ITB.

G. Exclusions

This contract scope excludes any labor or services related to hardware or software systems' physical setup, implementation, installation, or configuration.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein and must provide sufficient detailed information about the respondent's experience and expertise in meeting the following requirements:

- A. The respondent must be a GSA-qualified vendor able to offer GSA schedule pricing. (GSA pricing not required if pricing beats GSA schedule pricing, or the products are not on the GSA schedule)
- B. The respondent must be an authorized reseller of all products listed in the SOW and be able to provide hardware and services from sources other than the grey or secondhand markets. All hardware must be considered NEW and not USED.
- C. The respondent must be able to provide the equipment listed in the SOW or source an appropriate replacement that meets or exceeds the specifications of the original product requested, with a justification for the adjustment.
- D. Where specific hardware manufacturers or models are specified, the respondent must provide the make/model to meet standardization requirements.
- E. Respondents are expected to collaborate with our team to integrate Autopilot configuration and deployment details into the system purchase and implementation process.

IV. SCOPE OF WORK

DFS is seeking the following hardware, software, and services:

1. **Quantity 150 - Dell – Dell Pro 14 Premium Laptop - PA14250 with the following specifications:**
14-inch, Touch Gorilla Glass, QHD+ Tandem OLED, 400 nit, Low power, HDR, ComfortView+ 8 MP IP Cam, Intel Ultra 7 268V, vPro, 5.0 GHz, Win 11 Pro, 32 GB DDR5, 1 TB SSD, Intel BE201 Wi-Fi 7 2x2, Bluetooth 5.4, Wireless Card, 5G Qualcomm Snapdragon X72 Global 5G Model, eSIM+ Verizon, 60 Wh, ExpressCharge, 65W AC Adapter, 3\$ Power Cord 1M, ENERGT STAR Qualified, EPEAT 2018 Registered
 - Warranty – 5 Years
2. **Quantity 150 - Dell – Dell Premier Wireless ANC Headset - WL7024:**
 - Warranty – 3 Years
3. **Quantity 150 – Dell – Dell UltraSharp 4K Webcam – WB7022:**
 - Warranty – 3 Years
4. **Quantity 124 - Dell – Dell UltraSharp 27 Monitor – U2724DE:**
 - Warranty – 3 Years
5. **Quantity 26 - Dell – Dell UltraSharp 34 Curved Thunderbolt Hub Monitor – U3425WE:**
 - Warranty – 3 Years
6. **Quantity 150 - Dell – Dell Pro Premium Collaboration Keyboard – KB900:**
 - Warranty – 3 Years
7. **Quantity 150 - Dell – Dell Premier Rechargeable Wireless Mouse – MS7421W:**
 - Warranty – 3 Years
8. **Quantity 180 - APC - BR1500MS2**
9. **Quantity 150 – Canon - imageFORMULA DR-S350NW scanners:**
 - Warranty – 3 Years
10. **Quantity 150 – Samsonite – Samsonite Tectonic 2 Large Backpack – Black/Orange**
11. **Quantity 150 - Dell – Dell EcoLoop Urban Sleeve 15-16**
12. **Quantity 8 - HP – HP LaserJet Enterprise Flow MFP 6800zfs – #6QN37A#BGJ**
 - Warranty – 5 Years
13. **Quantity 16 – HP – HP 217Z Ultra High Yield Black Original LaserJet Toner Cartridge, W2170Z**
14. **Quantity 16 – HP – HP 217Z Ultra High Yield Magenta Original LaserJet Toner Cartridge, W2173X**
15. **Quantity 16 – HP – HP 217Z Ultra High Yield Cyan Original LaserJet Toner Cartridge, W2171Z**

- 16. Quantity 16 – HP – HP 217Z Ultra High Yield Yellow Original LaserJet Toner Cartridge, W2172Z**
- 17. Quantity 8 – HP – HP LaserJet 110V Enhanced Fuser Kit, 527G6A**
- 18. Quantity 1 - OWL - Meeting Owl 4+:**
 - Owl Care – 3 Years
- 19. Quantity 1 – OWL - Soft-Sided Meeting Owl Carrying Case:**
- 20. Quantity 26 – Dell – Dell 7-in-1 USB-C Multiport Adapter – DA310**

V. REQUIREMENTS

The respondent will furnish a comprehensive bid that meets the requirements in the Scope of Work, Scope of Contract, and Respondent Requirements sections of this ITB.

VI. EVALUATION PROCEDURES

A. Evaluation Criteria

Bids will be evaluated by DFS using the following criteria (maximum points listed):

- i. Bid Content and Organization15 points
 - ii. Methodology and timelines to complete the Scope of Work..... 50 points
 - iii. Qualifications, Credentials, and Work experience in working with Tribal Programs.....15 points
 - iv. Cost breakdown (in a separate sealed envelope)20 points
- Possible Total Points..... 100 points**

B. Selection Criteria

DFS will use the criteria outlined in VII (A) to evaluate and compare bids submitted. The order in which they appear is not intended to indicate their relative importance.

DFS shall not be obligated to accept the lowest-priced bid, but shall make an award to the most responsible and responsive proposer whose bid is most advantageous to and best serves the needs of DFS and the Navajo Nation, taking into consideration price and the evaluation factors set forth.

C. Applicable Federal Requirements

In the acceptance of Federal Funds, the DFS is required to comply with all Federal and Tribal Laws and Regulations, including 45 Code of Federal Regulations Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to States, and Local and Tribal Governments; Section 92.36 (e), (1) requiring the grantee to take all necessary affirmative steps to assure minority firms, women businesses and labor surplus area firms are used when possible, including complying with the Navajo Nation’s Business Opportunity Act, 5 N.N.C., Subsection 201-215 and the Navajo Nation’s Procurement Rules and Regulations.

VII. TYPE OF CONTRACT

When the contract is awarded to the successful respondent, the Navajo Nation will utilize the standard Service Contract to procure goods and services for this project.

VIII. PERIOD OF PERFORMANCE

The performance period will be determined and negotiated based on the timelines proposed by the respondent for completing the project.

IX. PAYMENT AND SUBMISSION OF INVOICES

- A. Payment for work performed under this contract will not exceed the contract amount.
- B. A request to modify, amend, or increase the contract amount must be submitted in advance in writing, agreed upon, and signed by both parties.
- C. Payments will be made to the contractor upon receipt of an original invoice(s) with original signature(s) and date(s) and detailed supporting documentation of the amount to be paid.
- D. All correspondences and/or invoices for this project must refer to the contract number assigned.

X. RIGHTS

- A. The DFS reserves the right to reject any bids, in whole or in part.
- B. DFS reserves the right to request clarification of information submitted and additional information from any proposer.
- C. DFS reserves the right to award all or a portion of the required services to more than one bidder at DFS's sole discretion.
- D. This ITB is not an agreement/contract or an obligation of funds, and the DFS is not obligated or responsible for the cost of preparing the bid.
- E. The respondent must provide a current Certificate of Liability Insurance.
- F. Bids shall be received on or before 4:00 PM on June 12th, 2026. Bids received after 4:00 PM or later will not be accepted.
- G. Faxed bids will not be accepted.

XI. AGREEMENT TERMS AND CONDITIONS

The services requested will be provided under the Terms and Conditions outlined in the Navajo Nation's Standard Agreement. A copy of the Standard Agreement can be made available upon request. The Agreement contains the Standard Provisions and Special Provisions applicable to the services anticipated in this ITB. If the organization cannot agree to the terms and conditions outlined in the Agreement, the respondent must indicate the specific section(s) of the Agreement that are unacceptable and submit alternative language explaining their change to that section. The Navajo Nation will consider the alternate language proposed by the respondent, and the Navajo Nation will not be bound by the alternate language change received from the respondent. If the organization stipulates that the Navajo Nation be bound to the language change in the Agreement, the Agreement may not be considered or rejected.

The DFS will make a reasonable effort to execute an agreement by selecting the bid that best meets its needs and requirements. The Agreement shall be signed by the contractor and returned to the DFS within five (5) working days of receipt. The Agreement will not become effective until it is signed by a person holding the required authority for both parties.

Failure to execute the Agreement within the period identified above will be sufficient cause for voiding the award of the Agreement. If the successful bidder refuses or fails to accept the Agreement, the DFS may award the contract to the following qualifying organization that responded to the bid.