



REQUEST FOR PROPOSAL
for
Navajo Nation Broadband Office
Desktop Computer System Procurement
Chapter Libraries — Navajo Nation
Addendum #2

RFP No: 26-06-4193SB

Answers to vendors

QUESTION: Is "confirmed operational" limited to powering on and verifying hardware, or does it include user login, Windows setup, Microsoft 365 activation, printer setup, etc.?

RESPONSE: The desktop system shall be considered operational upon successful power-up, verification of all hardware components (including the keyboard, mouse, monitor, and other included peripherals), and completion of all required configuration necessary to ensure the system is fully functional and ready for immediate use.

QUESTION: Can deliveries be made in phases or by geographic region?

RESPONSE: Both options are acceptable. Vendors may propose either option, provided it results in the lowest overall cost to the Navajo Nation while meeting all requirements specified in the RFP.

QUESTION: Does the RFP require the desktop computer environment, including peripherals and network connectivity, to be entirely wired or wireless?

RESPONSE: For the keyboard and mouse, the minimum requirement is standard USB wired devices. However, vendors may propose wireless keyboard and mouse options as an alternative as noted on section 4, subsection 4.12.

For network connectivity, a wired Ethernet connection is the preferred configuration to provide greater performance, reliability, and security. Systems may include wireless networking capabilities, but wireless connectivity is optional and shall not replace the preferred wired network connection.

QUESTION: The RFP requests pricing for Microsoft 365 but doesn't specifies the edition. Which Microsoft 365 license (Business Premium, Apps, E3, etc.) should vendors base their pricing on?

RESPONSE: Microsoft 365 licensing, installation, activation, and ongoing support will be provided by the Navajo Nation Department of Information Technology (DIT). Accordingly, Section 5, Item 2 ("Microsoft 365") is deleted from the Software Requirements and shall no longer be considered a requirement under this RFP.

QUESTION: Does the NNBO require onsite installation and setup by vendor personnel at each chapter, or would remote deployment and configuration be acceptable after the equipment has been delivered and verified?

RESPONSE: Onsite installation and configuration are required. The successful vendor shall provide qualified personnel to perform the installation, configuration, testing, and verification of each desktop computer system at the designated Chapter location. The system shall be fully operational and ready for immediate use upon completion of the onsite installation. Remote deployment or configuration alone will not satisfy this requirement.

QUESTION: If configuration is required, is that work considered part of the support/services requested under this RFP?

ANSWER: No. Configuration is considered part of the installation services required under this RFP and is not a separate support or post-installation service. The successful vendor shall complete all necessary installation and configuration activities to ensure each desktop computer is fully operational and ready for immediate use. A desktop computer will not be considered installed until all required configuration has been completed and the system has been verified as fully functional.

QUESTION: because internet connectivity can be limited at some chapter locations, is there a preferred method for provisioning the systems to minimize onsite setup time, or can vendors pre-stage as much of the configuration as possible before arriving?

ANSWER: Vendors are encouraged to pre-stage and complete as much of the system configuration as possible prior to arriving at the installation site in order to minimize onsite installation time



**REQUEST FOR PROPOSAL
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Desktop Computer System Procurement
Chapter Libraries — Navajo Nation
Addendum #1**

RFP No: 26-06-4193SB

07/21/2026 – 3:00 PM MDT

Pre-Proposal Conference (Optional) VIRTUAL MEETING INFORMATION

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/221800249428419?p=KvdSnSYQSscGZ4HdFW>

Meeting ID: 221 800 249 428 419

Passcode: eT9L2Mj

REQUEST FOR PROPOSAL v12.0

Desktop Computer System Procurement

Chapter Libraries — Navajo Nation

110 Units | One Per Chapter House / Library Location

Issued by: Navajo Nation Broadband Office

RFP #: 26-06-4193SB

Issue Date: 07/17/2026

Proposal Deadline: 07/30/2026 — 3:00 PM MDT

1. Purpose

The Navajo Nation Broadband Office (NNBO) is soliciting proposals from qualified vendors for the purchase of 110 business-class desktop computer systems and related equipment — one system per chapter library across all 110 Navajo Nation chapters.

The objective is to acquire reliable, standardized computer systems that will remain functional and supported for a minimum of three (3) years, while providing a consistent user experience and manageable IT environment across all chapter locations.

2. Timeline / Sequence of Events

All dates are subject to change at the discretion of the NNBO. Any changes will be communicated to all prospective vendors via addendum.

Event / Milestone	Date	Notes
Issue RFP	07/17/2026	
Pre-Proposal Conference (Optional)	07/21/2026 – 3:00 PM MDT	Virtual
Deadline to Submit Questions	07/22/2026 — 3:00 PM MDT	Email only
Addendum / Answers Posted	07/24/2026	All vendors notified
Proposals Due	07/30/2026 — 3:00 PM MDT	Email only
Notice of Intent to Award	08/05/2026	
Estimated Delivery Completion	11/30/2026	All 110 chapters

3. Scope of Work

The selected vendor shall provide 110 desktop computer systems, monitors, UPS devices, keyboards, mice, and related equipment meeting or exceeding the minimum technical specifications outlined in this RFP. All proposed equipment shall be new, current-generation, business-class products. Consumer-grade, home-use, media, or student-class devices will not be accepted.

The vendor shall also be responsible for:

- Delivery of all equipment to individual chapter library locations across the Navajo Nation (110 sites). Specific chapter addresses will be provided upon contract award.
- Providing a complete itemized asset inventory list (serial numbers, model numbers, MAC addresses, and delivery locations) within five (5) business days of final delivery.
- Basic equipment staging: each system shall be unboxed, powered on, and confirmed operational prior to handoff at each chapter location.

4. Technical Requirements

All proposed equipment shall meet or exceed the following minimum specifications. Vendors proposing equivalent or superior configurations shall clearly document how the proposed equipment meets or exceeds each requirement.

4.1 Manufacturer

Acceptable manufacturers: HP, Dell, Lenovo, or equivalent industry-recognized business-class manufacturers. Consumer or retail product lines from otherwise acceptable manufacturers will not be accepted.

4.2 Processor

- Minimum: Intel Core i5 (12th Gen or newer) or AMD Ryzen 5 7000 Series or equivalent
- Recommended: Intel Core i7 (12th Gen or newer) or AMD Ryzen 7 7000/9000 Series or equivalent

4.3 Operating System

- Required: Microsoft Windows 11 Professional (64-bit), fully licensed
- Systems must be enrollable in Microsoft Azure Active Directory / Entra ID

4.4 Memory (RAM)

- Minimum: 16 GB DDR4 or DDR5 RAM
- Recommended: 32 GB DDR4 or DDR5 RAM for high-performance users, GIS applications, or multimedia production

4.5 Storage

- Minimum: 512 GB M.2 PCIe NVMe Solid State Drive (SSD)
- Acceptable upgrades: 1 TB or 2 TB M.2 PCIe NVMe SSD
- Traditional spinning hard drives (HDD) are not acceptable as primary storage

4.6 Graphics

- Integrated graphics are acceptable for standard office users

- Dedicated NVIDIA professional graphics solutions may be proposed for GIS or specialized workloads at additional cost

4.7 Networking

- Integrated Gigabit Ethernet (10/100/1000 Mbps) — required
- Wireless: WiFi 6 (802.11ax) or higher — required
- Bluetooth 5.0 or higher — preferred

4.8 Audio

- Integrated audio subsystem with rear audio output

4.9 Form Factor

Any of the following business-class form factors are acceptable: Mini Tower, Small Form Factor (SFF), OR Ultra Small Form Factor.

4.10 Optical Drive

Optional — not required. If included or proposed as an upgrade: DVD Reader, DVD Writer, or External USB DVD Writer.

4.11 Monitor

- Minimum: 24-inch display, HDMI and/or DisplayPort connectivity, IPS or equivalent panel technology
- Recommended: 27-inch display
- Resolution: 1920×1080 (FHD) minimum; 2560×1440 (QHD) preferred

4.12 Keyboard and Mouse

- Standard USB wired keyboard and mouse — required
- Wireless options may be proposed as an alternative

4.13 Uninterruptible Power Supply (UPS)

- Minimum: 800VA UPS with at least six (6) outlets, surge protection, and AVR
- Preferred: 1200VA UPS with Automatic Voltage Regulation (AVR)
- Acceptable brands: APC, Tripp Lite, CyberPower, or equivalent

Note: An 800VA minimum is required to ensure adequate runtime for a desktop workstation and 24-inch monitor under load.

4.14 Ports & Connectivity

- Minimum 4× USB-A ports (USB 3.0 or higher)
- Minimum 1× USB-C port (preferred)
- HDMI or DisplayPort video output

5. Software Requirements and Provisioning

The proposed systems shall be provisioned with the following software applications and enterprise management tools prior to delivery:

1. **Microsoft Windows 11 Professional (64-bit):** Fully licensed, activated, and installed by the manufacturer or vendor. The operating system shall be the latest commercially supported release available at the time of delivery and shall include all current security updates and patches.
2. **Microsoft 365:** Vendors shall provide a fully licensed and activated Microsoft 365 subscription for each unit delivered. Vendors shall quote licensing for the following terms: 1-year, 2-year, and 3-year subscriptions. Each option shall cover the current Microsoft 365 suite and remain valid and supported for the full duration of the selected term.
3. **Adobe Acrobat Reader (current version):** Shall be pre-installed to facilitate immediate access to PDF documents and electronic forms.
4. **Enterprise antivirus, endpoint detection and response (EDR), and endpoint management solutions:** Systems shall be provisioned to allow installation and operation of the security tools deployed by the Navajo Nation Department of Information Technology (DIT), without requiring hardware or software modifications.
5. **Microsoft Edge and Google Chrome:** Current supported versions of both web browsers shall be installed.

To ensure a standardized and secure computing environment, vendors shall not pre-install unnecessary software, manufacturer trial applications, advertising software, or other non-essential utilities ("bloatware"). Any manufacturer management or support utilities included with the system shall be business-class tools that can be fully managed, disabled, or uninstalled by the end user or the Navajo Nation IT administrator without affecting normal system operation.

All software delivered with the systems shall be properly licensed, compliant with applicable software licensing agreements, and eligible to receive manufacturer security updates and technical support throughout the selected subscription term.

Vendors shall include software provisioning and each licensing term option (1-year, 2-year, and 3-year) as separate line items in their price response.

6. Warranty Requirements

- Three (3) years parts and labor warranty covering all proposed equipment
- Onsite support service — specify response time commitment in proposal – As an option
- Warranty coverage begins upon delivery and acceptance at each chapter location
- Single point of contact for all warranty claims across all 110 units

Preferred:

- Accidental Damage Protection (ADP) — describe coverage and cost separately
- Next business day (NBD) onsite response for hardware failures

7. Delivery Requirements

The selected vendor shall deliver 110 desktop computer systems to 110 individual chapter library locations across the Navajo Nation. Specific chapter addresses will be provided upon contract award.

The vendor shall:

- Coordinate delivery logistics directly with the Navajo Nation Broadband Office
- Provide advance notice of at least five (5) business days prior to any chapter delivery
- Deliver, unbox, and confirm each system is operational prior to departure from each site
- Provide a signed delivery receipt for each chapter location
- Submit a complete asset inventory (manufacturer, model, serial number, MAC address, delivery date, chapter location) within five (5) business days of final delivery

Vendors shall disclose any anticipated delivery challenges related to remote or rural chapter locations and propose alternative options when available.

8. Vendor Qualifications

Vendors shall:

- Be an authorized reseller of all proposed equipment manufacturers or a distributor
- Demonstrate experience supplying business-class computer systems to government agencies, tribal governments, or educational institutions
- Provide manufacturer certifications and warranty documentation
- Provide at least three (3) references for similar deployments, including contact name, phone, email, and contract value
- Have experience with multi-site delivery logistics to rural or remote locations (preferred)
- Provide audited financial statements or other evidence of financial health and stability sufficient to fulfill a contract of this scope

8.1 Insurance Requirements

The selected vendor shall maintain the following insurance coverage for the duration of the contract. Valid certificates of insurance and additional insured endorsements must be submitted with the proposal:

- General/Commercial Property Liability — minimum \$1,000,000 per occurrence
- Professional Liability (Errors & Omissions) Insurance — minimum \$1,000,000
- Worker's Compensation — as required by applicable law
- Motor Vehicle Insurance — for any vehicles used in delivery operations

The Navajo Nation must be named as an additional insured on all applicable policies.

9. Contractual Provisions

In order for the Navajo Nation to contract for services of this nature, the successful proposer must agree to include the following provisions as part of the Agreement:

9.1 Governing Law and Dispute Resolution

Navajo Nation Law and Courts shall govern the contract. No provision of the contract shall constitute a waiver of sovereign immunity of the Navajo Nation. Disputes arising under the contract shall be resolved exclusively in Navajo Nation courts.

9.2 Navajo Nation Sales Tax

The successful proposer must include the Navajo Nation's 6% sales tax within their cost proposal and be responsible for remitting the tax to the Navajo Nation. The tax must be shown as a separate line item in the pricing proposal (see Section 10.6).

9.3 Navajo Nation Procurement

Preference will be applied in accordance with:

- Navajo Business and Procurement Act (12 N.N.C. § 1501 et seq.)
- Navajo Nation Procurement Act (12 N.N.C. § 301 et seq.)
- Navajo Nation Business Opportunity Act (5 N.N.C. § 201 et seq.)
- Other relevant statutory and regulatory requirements

Proposers must provide evidence of their Navajo Priority Certification if applicable.

9.4 Navajo Preference in Employment Act

The selected vendor shall comply with the Navajo Preference in Employment Act (NPEA) for any work performed on the Navajo Nation. This includes good-faith efforts to hire qualified Navajo workers and subcontractors. The vendor shall provide documentation of NPEA compliance upon request.

9.5 "Not to Exceed" Cost Commitment

By submitting a proposal, the vendor commits to a "not to exceed" cost price for the total bid price as submitted. Costs shall not increase after proposal submission except as specifically agreed to in writing by the Navajo Nation Broadband Office.

10. Proposal Requirements

Proposals shall be organized in the order presented below. Every page shall be numbered and include the vendor's entity name.

10.1 Cover Letter

Introduction of the proposer, including legal entity name, business address, contact details, and authorized representative signature. Include a brief statement of intent to participate and a summary of the proposer's qualifications.

10.2 Table of Contents

A clear organization of the proposal contents with corresponding page numbers.

10.3 Executive Summary

A concise overview (no more than two pages) highlighting key points of the proposal, the proposed solution, and its alignment with the NNBO's goals for the chapter library desktop program.

10.4 Company Information

Legal company name, business address, phone number, website, and primary point of contact (name, title, email, phone). Include years in business, areas of expertise, and experience with similar government or tribal procurements.

10.5 Technical Proposal

Detailed description of proposed equipment, including manufacturer, model number, and full specifications for each component: processor, memory, storage, graphics, networking, OS, monitor, keyboard, mouse, UPS, and any additional accessories. Include product specification sheets. If proposing an equivalent product, clearly explain how it provides equal or superior performance.

10.6 Pricing Proposal

Provide a clear itemized breakdown using the Cost Schedule below. All pricing shall be in U.S. dollars. The Navajo Nation 6% sales tax must be included as a separate line item. All pricing shall remain valid for 90 days from the proposal submission deadline.

Item	Description	Unit Price	Qty	Total Bid Price
1	Desktop Computer System — includes processor, memory, storage, OS, integrated graphics, audio, networking; keyboard, mouse, and all standard accessories	\$ _____	110	\$ _____
2	Monitor — 24" minimum, HDMI/DisplayPort, IPS panel (specify make/model)	\$ _____	110	\$ _____
3	UPS — 800VA minimum with AVR and surge protection (specify make/model/VA rating)	\$ _____	110	\$ _____
4	Software Provisioning — includes Windows 11 Pro (licensed/activated), Adobe Acrobat Reader, Microsoft Edge and Google Chrome (current versions), pre-installed and configured prior to delivery	\$ _____	110	\$ _____
5	Microsoft 365 License — 1-Year Subscription (per unit)	\$ _____	110	\$ _____
6	Microsoft 365 License — 2-Year Subscription (per unit)	\$ _____	110	\$ _____
7	Microsoft 365 License — 3-Year Subscription (per unit)	\$ _____	110	\$ _____
8	3-Year Warranty — parts, labor, and onsite support (per unit)	\$ _____	110	\$ _____
9	Accidental Damage Protection (ADP) — Optional, per unit	\$ _____	110	\$ _____
10	Delivery — per chapter location (110 individual sites). Include freight, handling, and last-mile delivery to each chapter address.	\$ _____	110	\$ _____
11	Navajo Nation Sales Tax (6%) — must be included and remitted to the Navajo Nation	\$ _____		\$ _____
12	Additional Costs / Contingencies (describe in proposal)	\$ _____		\$ _____
	TOTAL BID PRICE (all 110 units, all sites, all items)	\$ _____		\$ _____

Note: Vendors shall also describe any additional costs or contingencies (Item 12) that may arise, along with proposed strategies for managing them.

10.7 Delivery Schedule

Estimated timeline from receipt of purchase order to full delivery completion across all 110 chapter locations. Identify expected lead times, any phased delivery approach, and anticipated constraints related to rural/remote delivery.

10.8 Warranty and Support Information

Detailed description of warranty coverage, service process, response times, and escalation procedures. Include any optional warranty enhancements with associated costs.

10.9 Asset Inventory Plan

Describe the vendor's process for generating and delivering the asset inventory list (serial numbers, model numbers, MACs, chapter locations). Specify the format (e.g., Excel spreadsheet) and delivery timeline.

10.10 Financial Qualifications

Provide evidence of financial health including audited financial statements or equivalent documentation. Demonstrate financial stability and capability to fulfill a contract of this scope.

10.11 Navajo Priority Documentation

Provide proof of Navajo Priority Certification if applicable, along with details regarding Navajo ownership, control, and workforce composition. Vendors without certification should describe any Navajo subcontractors or workforce commitments.

10.12 Insurance Documentation

Submit valid certificates of insurance and additional insured endorsements confirming coverage as specified in Section 8.1.

10.13 Appendices

Additional supporting documents, licenses, manufacturer certifications, and any other relevant materials.

10.14 Signature Page

Authorized signature of a company officer or representative confirming the proposal's accuracy, completeness, and acceptance of the terms and conditions of this RFP.

11. Technical Acceptance Compliance

By responding to this RFP, the proposer agrees to fully accept and comply with all technical specifications and the scope of work as detailed in this document.

- **Complete Compliance:** Affirmation that all proposed equipment meets or exceeds every technical specification in Section 4.
- **Exceptions and Deviations:** Any deviations from the RFP specifications must be clearly identified, with justification and proposed alternatives. Undisclosed deviations may result in disqualification.
- **Evaluation:** Points will be assigned based on completeness, feasibility, and adherence to the specified requirements.

Technical compliance will be evaluated prior to opening of the cost proposal. Only technically compliant proposals will advance to full evaluation.

12. Evaluation Criteria

Proposals will be evaluated by an evaluation committee based on the following criteria. The most advantageous proposal may or may not be the lowest-cost submission. Bids are assessed in accordance with the Navajo Nation Business Opportunity Act.

Criteria	Weight	Max Points
Technical Compliance	30%	30
Cost / Pricing	35%	35
Navajo Priority	10%	10
Warranty and Support	10%	10
Vendor Experience & Qualifications	10%	10
Delivery Schedule	5%	5
TOTAL	100%	100

12.1 Technical Compliance (30 Points)

Points will be awarded based on the degree to which the proposed equipment meets or exceeds the minimum technical specifications detailed in Section 4. Evaluation will assess processor generation and tier, memory capacity, storage type and capacity, operating system compliance, networking capabilities, monitor size and panel quality, UPS rating, and overall configuration suitability for a library workstation environment. Proposals that exceed minimum specifications in meaningful ways will score higher. Any deviations from required specifications must be disclosed per Section 11 and will be evaluated for equivalency prior to scoring.

12.2 Cost/Pricing (35 Points)

Points will be awarded based on the total bid price submitted in the Cost Schedule (Section 10.6), inclusive of all equipment, software, delivery, and the required Navajo Nation 6% sales tax. The lowest compliant total bid price will receive the maximum 35 points; other proposals will be scored proportionally. Pricing must remain valid for 90 days from the proposal deadline. Vendors are encouraged to propose competitive pricing across all Microsoft 365 subscription term options (1-year, 2-year, and 3-year), as the NNBO reserves the right to select the term most advantageous to the Navajo Nation.

12.3 Navajo Priority (10 Points)

Points will be awarded based on verified Navajo Priority Certification, Navajo ownership percentage, Navajo workforce composition, and use of Navajo subcontractors. Vendors shall submit documentation as described in Section 10.11.

13. Terms and Conditions

- The Navajo Nation Broadband Office reserves the right to reject any or all proposals.
- The lowest-cost proposal will not necessarily be awarded the contract.
- Vendors are responsible for all costs associated with proposal preparation.
- All equipment shall be new, current-generation, and free from defects.
- Substitutions must be approved in writing prior to award.
- All procurement activities shall comply with applicable Navajo Nation law, the Navajo Preference in Employment Act, and applicable federal laws and regulations.
- The Navajo Nation is a sovereign government. All contracts resulting from this RFP shall comply with Navajo Nation law, rules, and regulations. No provision of any resulting contract shall constitute a waiver of the sovereign immunity of the Navajo Nation.
- The Navajo Nation is not bound to enter a contract under this RFP and may issue a subsequent RFP for the same services.
- Prior to contract formation, the Business Regulatory Department shall certify that the Navajo Nation Business Opportunity Act was adhered to in the solicitation and award.

14. Submission Instructions

Issue Date: This RFP is issued on behalf of the Navajo Nation Broadband Office on 07/17/2026.

Submission Deadline: ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 3:00 PM MOUNTAIN DAYLIGHT TIME (MDT) ON 07/30/2026.

Proposals must be submitted electronically via email to all designated Points of Contact:

- Sonia Nez - sonianez@navajo-nsn.gov
- Laura Johnson - laurajohnson@navajo-nsn.gov
- Juan Bermudez - jbermudez@americasrf.com

Email subject line must read: "Navajo Nation Broadband Office RFP # 26-06-4193SB — [Vendor Name] – [Navajo Priority #] (if Applicable)". Hard-copy, facsimile, or physical submissions will not be accepted. Late submissions will not be considered. It is the sole responsibility of the Respondent to ensure timely receipt.

14.1 Payment Schedule

The selected vendor shall submit a proposed payment schedule indicating milestones or phases of work completion with corresponding payment amounts. Payment milestones should be tied to verifiable delivery events (e.g., delivery of X units, completion of asset inventory submission).

14.2 Contract Award

The Procuring Party shall issue a Notice of Intent to Award within five (5) business days of proposal deadline. The contract shall be awarded to the Respondent whose proposal is most advantageous to the Navajo Nation Broadband Office, considering all evaluation factors. The most advantageous proposal may or may not have received the most points.

15. Questions

Questions shall be submitted in writing no later than 07/22/2026 at 3:00 PM MDT. No oral questions will be accepted.

- Sonia Nez - sonianez@navajo-nsn.gov
- Laura Johnson - laurajohnson@navajo-nsn.gov
- Juan Bermudez - jbermudez@americasrf.com

All questions and responses will be compiled and distributed to all prospective vendors via addendum.