

REQUEST FOR PROPOSAL
BID NO: 13-06-1077WJ

The Navajo Nation Purchasing Services Department is soliciting for sealed proposals and bids to provide meeting room facilities, lodging, and meals.

To obtain RFP package go to website: www.navajocourts.org Navajo Nation Judicial Branch Annual Conference 2013 RFP. Closing Date: July 15, 2013 @ 3:00 p.m (MDST).

Run Date:

June 28, 29, 30, July 1 and July (Albuquerque Journal).

NAVAJO NATION JUDICIAL BRANCH
Scope of Work & Specifications
Provide Meeting Facilities, Lodging, and Meals

SECTION 1 - OVERVIEW

A. General Information

The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, services and other governments in Diné bi beenahaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws. Pursuant to Diné bi beenahaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People.

NNJB is inviting qualified and well established vendors capable of providing comfortable facilities and services to submit proposals and bids.

- B. Dates for consideration of the NNJB Conference - NNJB has selected the weeks of October 14, 2013, October 28, 2013 and November 12, 2013 as the time frame for potential dates of the conference. NNJB is seeking a vendor capable of providing a facility for 2.5 days of meetings, three (3) nights of lodging, and meals within the recommended time period.

C. Contact Information

Teresa Hopkins, Director of Special Projects
Navajo Nation Judicial Branch
P. O. Box 520
Window Rock, AZ 86515
Telephone Number: 928-871-6762
Facsimile: 928-871-6761
Email address: mthopkins@navajo-nsn.gov

- D. Addendum to the RFP - in the event it becomes necessary to revise any part of the RFP, NNJB shall issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.
- E. Inquiries Regarding this RFP - Questions regarding this RFP should be submitted in writing (email, facsimile, regular mail) to the Director of Special Projects. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial.

- F. Rejection of Proposals - The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.

SECTION 2 -PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION

- A. Deadline - All proposals & bids must be physically submitted to:

Delivery via UPS or Federal Express

Navajo Nation Purchasing Department
Education Center
Morgan Boulevard
Window Rock, AZ 86515
ATTN: William James, Buyer
Phone: 928-871-6313

Delivery via US Mail

Navajo Nation Purchasing Department
P. O. Box 3150
Window Rock, AZ 86515
ATTN: William James, Buyer

by July 15, 2013 by 3:00 PM local Window Rock, AZ time (MDST).

Late, facsimiled, or emailed proposals will not be accepted. Late, facsimiled, or emailed proposals will be returned unopened to the firm unrated and firms responding in such fashion shall be considered non-responsive. Use of mail and/or delivery service is at the respondent's own risk. Post mark by due date on package will not substitute for actual, physical receipt of proposal and bid by the deadline.

- B. Proposal Submittal Specifications - All proposals & bids shall be submitted in a sealed envelope clearly marked:
1. "DO NOT OPEN -RFP # **13-06-1077WJ** - PROPOSAL TO PROVIDE THE JUDICIAL BRANCH MEETING FACILITY, LODGING, AND MEALS".
 2. Name and address of the firm submitting the proposal shall be written legibly on the outside of the sealed envelope.
 3. All Bid Sheets shall be submitted with the sealed proposal.

SECTION 3 -SPECIFICATIONS FOR LODGING, MEETING ROOM REQUIREMENTS AND MEALS

- A. Number of Participants - There will be approximately two hundred and twenty five (225) individuals participating.

B. Lodging Accommodation for 225 individuals

1. Number of rooms (single or double) to be provided by the vendor: Minimum of 25 single rooms and 100 double rooms.
 - a. Two double beds (minimum). Roll-a-ways will not be acceptable as a substitution.
 - b. Non-Smoking rooms.
 - c. If applicable, identify number of complimentary rooms and/or suites.
2. Lodging rate per night for both single rooms and double rooms shall be the same.

C. Meals to be provided by the vendor for participants

1. Three days – full breakfast buffet
2. Two days – Seated Lunch or buffet
3. Two mornings – Mid-Morning Snacks
4. Two afternoons – Mid-Afternoon Snacks
5. Vendor shall provide ice water, drinking glasses, and individually wrapped hard candy for the participants in all meeting rooms.
6. Proposal shall include a proposed menu plan for all breakfasts and lunches as listed in Attachment A.
7. Proposal shall include a proposed detailed list of refreshments and quantity for each day as listed in Attachment A.

D. Meeting Rooms and Facilities

1. General Sessions will be held on the following days:
 - d. Day 1 – Morning Only (8:00 am to 10:00 am) – accommodate 225 participants
 - e. Day 3 – Afternoon Only (8:00 am to 10:00 am) - accommodate 225 participants
2. Seven (7) break-out rooms which will each comfortably accommodate up to 35 to 80 individuals. Break-out sessions will be held on the following days:
 - a. Day 1 – from 10:00 am to 12:00 pm – 7 rooms, accommodate 35 individuals
 - b. Day 1 – from 1:00 am to 3:00 pm – 7 rooms, accommodate 35 individuals
 - c. Day 1 – from 3:00 pm to 5:00 pm – 6 rooms, accommodate 35 individuals
 - d. Day 1 – from 3:00 pm to 5:00 pm – 1 room, accommodate 80 individuals
 - e. Day 2 – from 8:00 am to 12:00 pm – 7 rooms, accommodate 35 individuals
 - f. Day 2 – from 1:00 am to 5:00 pm – 6 rooms, accommodate 35 individuals
 - g. Day 2 – from 1:00 am to 5:00 pm – 1 room, accommodate 80 individuals
3. One work room to be designated near conference area for three days.

4. Proposal shall include a top-view floor plan of the facility identifying rooms recommended for meeting rooms.
5. Meeting room set-up will be determined 30 days prior to start of the conference.
6. Public address system with a minimum of two (2) microphones, including an In-Focus type projector and screen, shall be provided by the vendor for the large General Session meeting room. The projector shall be able to connect to laptop computers provided by presenters.

SECTION 4 - GENERAL REQUIREMENTS

- A. Standard Contract - The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provisions of the Navajo Nation Business and Procurement Act, at 12 N. N. C. § 1501 et seq., the Navajo Preference in Employment Act, at 15 N. N. C. § 601 et seq., and the Navajo Business Opportunity Act, at 5 N. N. C. § 201 et seq.
- B. Availability of Funds - Any contract with the Navajo Nation is contingent upon the availability of funds appropriated by the U. S. Congress and/or the Navajo Nation Council, pursuant to 2 N. N. C. § 223 (A).
- C. Indemnification - Vendor shall agree to hold harmless and to indemnify the Navajo Nation against any and all losses, costs, damages, claims, expenses or other liability whatsoever arising out of or in connection with vendor's services under proposed contract including, but not limited to, any accident to person or property.
- D. Sovereign Immunity - Nothing herein shall be considered a waiver, express or implied, of the sovereign immunity of the Navajo Nation except to the extent provided for in the Navajo Nation Sovereign Immunity Act, 1 N. N. C. §551 et. seq.
- E. Taxes - If applicable, all work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the five percent (5%) Navajo Sales Tax, 24 N. N. C. § 601 et seq.
- F. Proprietary Information - Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be clearly marked "Proprietary".
- G. Ownership of Proposals - All materials submitted with the RFP accepted for review and evaluation shall become the property of NNJB and not returned to the firm. NNJB has the right to use any or all information presented in the RFP subject to limitations outlined in Paragraph F above under SECTION 4. Disqualification or non-selection of a vendor or proposal does not eliminate this right.
- H. Contractual Obligation - The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award.
- I. Cost Incurred - The Navajo Nation is not liable for any cost incurred by the firm prior to issuance of a signed contract award for services. Cost incurred as a result of

participating in this RFP process shall be at the sole risk and responsibility of the respondent.

- J. Legal Review - Best efforts shall be used to resolve any disputes through informal means. In the unlikely event that formal action must be taken, all agreements will be interpreted by the law of the Navajo Nation. The Navajo Nation reserves the right to pursue appropriate legal action in the set of circumstances in Navajo Nation Courts.

SECTION 5 - PROPOSAL CONTENT AND EVALUATION CRITERIA

A. Organization and Content

1. All proposals shall be typewritten on standard 8 1/2" X 11" paper and bounded.
2. Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.
3. Appearance of proposal, including methodical and logical organization, is important and professionalism in proposal presentation should not be neglected.
4. Letter of Interest -Proposal shall have a Letter of Interest stating the firm's interest in delivering the product and services as specified in RFP# 13-06-1077WJ. The letter of Interest shall have an original signature of individual(s) responding to this RFP.
5. Contact Information -Proposal shall provide the following contact information:
 - a. Person or firm responding to RFP# 13-06-1077WJ;
 - b. Name, title, and contact number(s) of person(s) authorized to provide clarification on submitted proposal and negotiate on behalf of the firm regarding proposal and relative documents.
6. Statement of Qualification -Proposal shall have a Statement of Qualification which will address the following:
 - a. The firm's ability to provide services.
 - b. Previous experience and past performance providing similar services; including references (contact information) of previous clients served within the last three (3) years; and
 - c. Information of the firm's prior experience working with Native American tribes, especially the Navajo Nation.
7. Response to RFP Specifications -Response to specifications shall be addressed in the order in which they appear on this RFP.

- a. Bid quotes relative to SECTIONS 3 shall be indicated on BID SHEET - A. BID SHEET - A is attached as ATTACHMENT A.
 - b. Each BID SHEET shall be Signed by the authorized representative designated under SECTION 5. A .5. b. Bid quotes shall remain valid for 45 days from the proposal and bid submittal deadline as specified under SECTION 2. A. Bid Sheets will be utilized by NNJB to uniformly compare quotes. Clear, concise, and understandable proposals and bids will be appreciated.
8. Additional Information - Proposal may contain other information or material which may improve the quality of the proposal pertaining to the firm providing facilities and services to NNJB.

B. Evaluation Procedures

1. Only those proposals and bids submitted within the established deadline (SECTION 2. A.) shall be opened and reviewed for responsiveness. Proposals shall be open in accordance with the Navajo Nation Business Opportunity Act, 5 N. N. C. § 201 et seq.
2. Representatives from the Navajo Nation Purchasing Department (Office of the Controller) and NNJB will be present for the opening of sealed proposals and bids.
3. After each sealed proposal is opened, the content of the sealed envelope will be examined and reviewed for responsiveness to RFP # 13-06-1077WJ. The "CHECK LIST FOR RESPONSIVENESS TO RFP# 13-06-1077WJ" will be utilized for this purpose. Failure to adhere to the check list, or provide specified documents, may result in a determination of "non-responsive". A proposal determined to be non-responsive will not be evaluated beyond this point. A copy of the check list is attached as ATTACHMENT B. Please use the check list as a tool to ensure all pertinent documents are included in the proposal.
4. Proposals determined to be responsive to RFP# 13-06-1077WJ will be evaluated on the criteria outlined under SECTION 5. D. 1.
5. Based on evaluations of proposals, NNJB may choose to visit the top rated firms for additional on-site evaluation of the facility.

C. Evaluation Criteria

1. Each proposal will be evaluated on the following criteria:
 - a. The ability to provide comfortable meeting room facilities and amenities as specified under SECTION 3 of this RFP. (20 points)
 - b. The ability to provide lodging for all participants as specified under SECTION 3 of this RFP. (20 points)

- c. Prior experience and past performance providing similar services as indicated in the Statement of Qualification. (20 points)
- d. Cost -Proposed bid to provide facilities and services as specified in this RFP. BID SHEET -A will be utilized to uniformly compare quotes. (20 points)
- e. Location of facility, including meeting rooms relative to lodging and dining areas. (10 points)
- f. The ability to provide nutritious meals and refreshments at a reasonable cost. (10 points)

End of Scope of Work & Specifications for RFP# 13-06-1077WJ

**ATTACHMENT A
 BID SHEET - A
 NNJB Annual Conference
 RFP # 13-06-1077WJ**

ROOMS (single & double)

Lodging Dates	Number of Rooms	Cost per Night	Total
Day 1	125		
Day 2	125		
Day 3	125		
Complimentary Room(s)			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
SUBOTAL			

MEETING ROOMS

Dates	Fee for General Session for 225	Fee for 6 -7 Break-out Rooms	Total
Day 1	8-10 am	10 am-5pm	
Day 2		8 am-5 pm	
Day 3	8-10 am		
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
SUBOTAL			

AUDIO/VISUAL EQUIPMENT (PA system w/2 microphones, projector, screen, etc) for General Sessions & lunch.

DATES	Fee for One Day Morning Only	Fee for One day Afternoon Only	Total
Day 1 8-10am			
Day 3 8-10am			
Day 1-2 LUNCH			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
SUBOTAL			

_____ Date

_____ Name Printed

_____ Signature

ATTACHMENT A-1
BID SHEET - A-1
NNJB Annual Conference
RFP # 13-06-1077WJ

MEALS

DATES	<u>Full Breakfast</u>	<u>Lunch</u>	Total
	Unit cost x No. of people	Unit cost x No. of people	
Day 1			
Day 2			
Day 3			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
SUBOTAL			

REFRESHMENTS

DATES	<u>Morning</u>	<u>Afternoon</u>	Total
	Unit cost x No. of people	Unit cost x No. of people	
Day 1			
Day 2			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
SUBOTAL			

NNJB Work Room Near Conference Rooms

Dates	Room description, i.e.size, location, etc.	Total
Day 1		
Day 2		
Day 3		
SUBOTAL		

GRAND TOTAL: _____

ATTACHMENT A-2
BID SHEET - A-2
NNJB Annual Conference
RFP # 13-06-1077WJ

			COST	
PARKING	Yes			No
INTERNET CONNECTIVITY				
In-Rooms	Yes			No
On Premises	Yes			No
BUSINESS CENTER	Yes			No
Photocopying	Yes			No
Faxing	Yes			No
Receiving	Yes			No
Sending	Yes			No
FITNESS CENTER	Yes			No
NON SMOKING FACILITY	Yes			No
Mandatory for Conference/Mtg Rooms	Yes			No
Audio Visual Equipment	Yes		Provide pricing sheet	No

PLEASE INCLUDE:

- > Description of meeting rooms, diagrams, guidelines and pricing.
- > Audio/Visual availability, usage guidelines and pricing.
- > Include in separate line item - service charge, taxes, etc.
- > Include policy on bringing in own equipment, food and beverages, etc.
- > Lodging description, amenities, guidelines and pricing.
- > Policy on deposits, cancellations, etc.
- > Policy on payment type, purchase order, credit card.
- > Policy on Exhibitors not directly related to conference.
- > Conference lodging rates to be afforded to participants bringing additional family members.
- > Check in and Check out time. Consider early check-in at noon.
 Consider check-out at 1:00 pm
- > Any local scheduled events.

ATTACHMENT B
Navajo Nation Judicial Branch
NNJB Annual Conference
RFP No. 13-06-1077WJ
Provide Meeting Facilities, Lodging, and Meals

PROPOSAL SUBMITTAL SPECIFICATIONS

	Description	
1	Section 2.A. - Proposal and bid must be physically submitted to the Navajo Purchasing Department by Monday, July 15, 2013 by 3:00 pm local Window Rock, Arizona time (MDST).	
2	Section 2.B. - Proposal and bid shall be submitted in a sealed envelope clearly marked: 1) "DO NOT OPEN - RFP # 13-06-1077WJ - PROPOSAL TO PROVIDE THE JUDICIAL BRANCH MEETING FACILITY, LODGING, AND MEALS".	
3	Section 5. A. 1. - Proposal shall be typewritten on standard 8 1/2" x 11" paper and bounded.	
4	Section 5. A. 2. - Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.	
5	Section 5. A. 4. - Proposal shall have a letter of interest stating the firm's interest in delivering the product and services as specified in RFP # 13-06-1077WJ.	
6	Section 5. A. 5. - Proposal shall provide contact information as outlined in RFP # 13-06-1077WJ.	
7	Section 5. A. 6. - Proposal shall have a state of qualifications as outlined in RFP # 13-06-1077WJ.	
8	Section 5. A. 7. b. - BID SHEET - A. Signed by representative designed under Section 5. A. 5. b.	
9	Section 3. B. - Lodging accommodations for 225 individuals.	
10	Section 3. C. 1. 2. 3. 4. & 5. - Meals to be provided by vendor for participants.	
11	Section 3. C. 6. - Proposal shall include a proposed menu plan for all breakfasts and lunches as listed in Attachment A.	
12	Section 3. C. 7. - Proposal shall include a proposed detailed list of refreshments and quantity for each day as listed in Attachment A.	
13	Section D. 3. - Proposal shall include a top-view floor plan of the facility identifying rooms recommended for meeting rooms as specified in Attachment A.	
14	Section D. 5. - Public Address system.	
15	Section 4. - Adherence to general requirements.	

REGISTRATION Day before from 3:00 pm to 5:00 pm

DAY 1

7:00 am to 7:50 am	Breakfast						
8:00 am to 10:00 am	KEYNOTE ADDRESS: General Session -						
10:00 am to 10:15 pm	Break						
10:15 am to 12:00 pm	Breakout Session 1	Breakout Session 2	Breakout Session 3	Breakout Session 4	Breakout Session 5	Breakout Session 6	Breakout Session 7
12:00 pm to 1:00 pm	Lunch						
1:00 pm to 3:00 pm	Breakout Session 1	Breakout Session 2	Breakout Session 3	Breakout Session 4	Breakout Session 5	Breakout Session 6	Breakout Session 7
3:00 pm to 3:15 pm	Break						
3:15 pm to 5:00 pm	Breakout Session 1	Breakout Session 2	Breakout Session 3	Breakout Session 4	Breakout Session 5	Breakout Session 6	Breakout Session 7

DAY 2

7:00 am to 7:50 am	Breakfast						
8:00 am to 10:00 am	Breakout Session 1	Breakout Session 2	Breakout Session 3	Breakout Session 4	Breakout Session 5	Breakout Session 6	Breakout Session 7
10:00 am to 10:15 pm	Break						
10:15 am to 12:00 pm	Breakout Session 1	Breakout Session 2	Breakout Session 3	Breakout Session 4	Breakout Session 5	Breakout Session 6	Breakout Session 7
12:00 pm to 1:00 pm	Lunch						
1:15 pm to 3:00 pm	Breakout Session 1	Breakout Session 2	Breakout Session 3	Breakout Session 4	Breakout Session 5	Breakout Session 6	Breakout Session 7
3:00 pm to 3:15 pm	Break						
3:15 pm to 5:00 pm	Breakout Session 1	Breakout Session 2	Breakout Session 3	Breakout Session 4	Breakout Session 5	Breakout Session 6	Breakout Session 7

DAY 3

7:00 am to 7:50 am	Breakfast						
8:00 am to 10:00 am	KEYNOTE ADDRESS: General Session -						