

Request For Proposal
Information Technology – Internet & Voice Services

SECTION 1 – OVERVIEW

A. General Information

- a. The Navajo Division of Transportation (Navajo DOT) is requesting bids for Information Technology – Internet & Voice Services.

The Request for Proposal process will identify; evaluate and select qualified firm(s) based on items submitted for bid. The selected firm must have all required items specified under the Scope of Work.

- b. Request for Proposals (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting Wednesday, January 10, 2018, during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact Navajo DOT at 505.371.8300/8301 to request a package. Download the RFP from the Navajo DOT website at <http://www.navajodot.org>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo DOT with a list of services for Navajo DOT which include but are not limited to:
- i. Internet Services Wide Area Connection for all Navajo DOT Offices; Tse Bonito, Shiprock, CrownPoint, Dilkon, Chinle, and Pinon Offices.

- d. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	January 11, 2018
2.	RFP Submittal Deadline	January 25, 2018
3.	Evaluation of RFP & Firm(s)	January 31, 2018
4.	Final Selection of Firm(s)	February 2, 2018

- e. Inquires – Navajo DOT will accept or reply to any inquiries for this RFP.

- f. Proposal Submittal Deadline – Proposal must be physically submitted to the following address by January 25, 2018, by 5:00 PM (Mountain Standard Time):

Navajo Division of Transportation
ATTN: Evans Bennallie
Navajo Transportation Complex
#16 Old Coal Mine Road
Mentmore, NM 87319

LATE, FACSIMILED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED. These will be un-rated and firms responding in such fashion shall be considered non-responsive.

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposals – Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- i. Proprietary Information – Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Each and every page that contains proprietary information must be stamped or imprinted “*PROPRIETARY*.”
- j. Ownership of Proposals – All material submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – Navajo DOT is not liable for any cost incurred by the firm(s) prior to issuance of a signed contract award for service.
- l. 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 for services.
- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100-point system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Award of Contract– Navajo DOT will award of the top-rated firm(s). Upon selection, the firm will be notified, upon Navajo DOT acceptance of the SOW and estimates (fee proposal, etc.) provided by the firm(s), a contract will be issued. The contract shall be effective from the executed date of the contract between the Navajo Nation and the firm.
- o. 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 provision of the Navajo Business

and Procurement Act, at 12 N.N.C. § 1501et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.

- p. Taxes – 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.).
- q. Insurance – The Navajo Nation require the successful firm(s), at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as commercial general liability; automobile liability; worker’s compensation; professional liability errors and omissions liability; etc.
- r. Disclaimer – the Navajo Nation's acceptance or review of any proposal shall not guarantee the execution of any contract, and the proposed contract shall be reviewed by all appropriate departments through the 2 N.N.C. § 164 review process, including the Navajo Nation Department of Justice, for administrative and legal sufficiency, prior to execution by the Navajo Nation. The Navajo Nation reserves the right to reject any proposed contract prior to execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or for failure to submit all requested documents or information

SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

A. Bid Submission

- a. Bid (s) must be submitted in a sealed enveloped clearly marked:
 - i. **“DO NOT OPEN RFP #17-12-1758VJ – Information Technology – Internet & Voice Services”**
 - ii. The name of the firm submitting the Bid shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.
- b. Proposal Standards – The firm shall submit one (1) original and three (3) identical copies of their RFP packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - i. The RFQ proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
 - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
 - iii. The following information is not included in the 30-page limit: Cover Letter on Company letterhead and Bid Cost.
 - iv. RFQ submittals should be plastic or metal spiral-bound only. **Please do not submit RFQ proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**
 - v. Submissions exceeding the 30-page limit.

B. Proposal Review Process

- a. Receipt of Proposal will be verified on the due date specified. Navajo DOT will screen and evaluate bids received in accordance to the following criteria. Bids which fail this check will be considered non-responsive and will be un-rated.
 - i. Proposal is received by the required deadline date and time.
 - ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.

C. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Bid Content and Evaluation Criteria.
- b. Navajo DOT will rate the Proposals based on specifications of items proposed and rank will be determined as most responsive.

D. Award of Contract

- a. The Navajo DOT will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified.
- b. The Navajo DOT will issue a Notice to Proceed to the firm upon execution of the contract Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a Purchase Order.

SECTION 3 – Scope of Work

A. Description of Work

- a. **Internet Services** - The selected firm shall provide the following listed service. All sites will include location for line of demarcation “D-Mark”, all hardware should be mounted via Plywood wall provided by Navajo DOT.
Selected firm shall provide all Metro Ethernet connection in RJ45 Media form to connect to Navajo DOT Network Equipment.
 1. Metro Ethernet (150MB) Wide Area Connection from Navajo DOT HQ to Internet Service Provider.
 - a. LAT – 35°64'89.47"N
 - b. LONG – -109°02'73.29"W
 2. Point to Point - Metro Ethernet (15MB) from Navajo DOT Shiprock Office to Navajo DOT HQ (*Service Shall End – Sept 29, 2019*)
 - a. LAT – 36°45'58.73"N
 - b. LONG – 108°41'53.87"W
 3. Point to Point - Metro Ethernet (15MB) from CrownPoint Office to Navajo DOT HQ
 - a. LAT – 35°40'32.32"N
 - b. LONG - 108° 9'24.61"W
 4. Point to Point - Metro Ethernet (15MB) from Dilkon Office to Navajo DOT HQ
 - a. LAT – 35.394964,

- b. LONG – -110.326414
- 5. Point to Point - Metro Ethernet (15MB) from Chinle Office to Navajo DOT HQ
 - a. LAT – 36° 9'12.57"N,
 - b. LONG – 109°33'32.75"W
- 6. Point to Point - Metro Ethernet (15MB) from Pinon Office to Navajo DOT HQ
 - a. LAT - 36°09'63.97"N,
 - b. LONG -110°22'77.25"W

All Navajo DOT Metro Ethernet connections must have a 5-year contract, running from dates January 1, 2018 through December 31, 2022; excluding Shiprock Office which shall run from February 5, 2018 through September 29, 2019.

All connection sites shall include warranty and scheduled maintenance of all hardware.

- c. **Voice Services** – The selected firm shall provide Voice Services using an IP Phone System. The IP Phone system will be for Navajo DOT HQ Office which consist of 92 MIPT Lines. Voice line services should include Voicemail, Call Transfer, Redial, Call Waiting, Do Not Disturb, Group Pickup, Directory Dial. IP Phone shall be compatible with Navajo DOT existing phone system; Cisco IP Phone 504G, 509, and Polycom 5000/7000.

All MIPT lines shall include warranty and scheduled maintenance.

SECTION 4 – Proposal Content and Evaluation Criteria

- A. Qualification of the Firm. Proposal must specifically address and affirm the following:
 - a. Letter of Interest that indicates why your firm should be selected to provide the Information Technology – Internet Services proposal to Navajo DOT
 - b. Evidence of Insurances; such as Professional Liability Insurance
- B. Navajo Business Opportunity Act (NBOA)
 - a. The Navajo DOT will follow Navajo Business Opportunity Act , 5 N.N.C. § 201 et seq; Certified Navajo-owned business first opportunity to bid on projects (purchase of materials or professional service)
 - i. Priority #1 - 100% owned and controlled business entity
 - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+)
 - iii. Other Indians that own and control all or a majority of the business activities
 - iv. Any tribally-owned and operated business entity

SECTION 5 – Rating System on Evaluation Criteria

A. Description of the components provided in Section 4 – Proposal Content and Evaluation Criteria.

B. Each proposal will be evaluated and rated as follows:

<u>COMPONENTS:</u>		<u>SCORING:</u>
A.	Organization of RFP	5 Points
B.	Letter of Transmittal	2 Points
C.	Specifications of Submitted Services	50 Points
H.	Three References	5 Points
Total Points		62 Points
J.	Navajo Preference (Priority #1)	10 Points
K.	Navajo Preference (Priority #2)	5 Points

It is the intent of Navajo DOT to score the firms according to the proposals submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

End of Request for Proposals - 17-12-1758VJ