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**INVITATION TO BID FOR  
Information Technology – Microsoft Enterprise Licensing**

**SECTION 1 – OVERVIEW**

**A. General Information**

- a. The Navajo Division of Transportation (Navajo DOT) and Navajo Department of Information Technology (Navajo DIT) is requesting bids for Information Technology – Microsoft Enterprise Licensing.

The Invitation for Bid 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 Proposal (RFP) Packet – The instructions on the bid 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 July 1, 2019, 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 Nation at 505.371.8300/8301 to request a package. You may also download the RFP from the Navajo Nation website at <http://www.navajodot.org> or <http://www.dit.navajo-nsn.gov>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a listed software for the Navajo Nation include but not limited to:
- i. Microsoft Enterprise Agreement for a period no longer than 3 years.
  - ii. Multitenant Microsoft Enterprise Agreement
    - 1. Navajo-nsn.gov
    - 2. Navajodot.org

- d. Schedule of RFP Activities

|    | <u>Activity:</u>            | <u>Schedule:</u>                               |
|----|-----------------------------|------------------------------------------------|
| 1. | Advertisement Period        | July 1, 2019                                   |
| 2. | RFP Inquiry Deadline        | July 5, 2019                                   |
| 3. | RFP Submittal Deadline      | <del>July 12, 2019</del> <b>July 19, 2019</b>  |
| 4. | Evaluation of RFP & Firm(s) | <del>July 24, 2019</del> <b>August 2, 2019</b> |
| 5. | Final Selection of Firm(s)  | <del>July 30, 2019</del> <b>August 9, 2019</b> |

- e. Inquires will be accepted before July 5, 2019 by 3:00pm in written form to [ebennallie@navajodot.org](mailto:ebennallie@navajodot.org). No inquiries will be accepted after the inquiry deadline listed on d. in the table above.
- f. Bid Submittal Deadline – Bid must be physically submitted to the following address by **July 19, 2019 by 3:00 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 Nation shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Bids – Navajo Nation 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 bid must be clearly stated in the bid. Each and every page that contains proprietary information must be stamped or imprinted “*PROPRIETARY.*”
- j. Ownership of Bids – All material submitted with the RFP accepted for rating shall become the property of Navajo Nation and not returned to the firm. Navajo Nation 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 Nation is not liable for any cost incurred by the firm(s) prior to issuance of a Purchase Order.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Purchase Order. Failure of the firm to accept these obligations may result in cancellation of the Purchase Order. No percentage of the PO will be paid to the vendor for items, firm will be obligated to have all products up front without Navajo Nation issuing out a partial payment.
- 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 Purchase Order – Navajo Nation will award of the top-rated firm(s). Upon selection, the firm will be notified, upon Navajo Nation acceptance of the SOW and estimates (fee proposal, etc.) provided by the firm(s), a Purchase Order will be issued. The Purchase Order shall be effective from the executed date of the Purchase Order between the Navajo Nation and the firm(s).
- o. Taxes – All work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six-percent (6%) Navajo Sales Tax (24 N.N.C. § 601 et seq.).

- p. 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.

## 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 # 19-06-2099LE – Information Technology – Microsoft Enterprise Agreement”**
  - 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 four (4) identical copies of their RFP Bid packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The Bid standards are as follows:
  - i. The RFP quotes may not exceed 40 single-side pages (maximum 8 ½” x 11”) with a minimum of 40 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 10-page limit: Cover Letter on Company letterhead and Bid Cost.
  - iv. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**
  - v. Submissions exceeding the 40-page limit.

### B. Bid Review Process

- a. Receipt of bid will be verified on the due date specified. Navajo Nation 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. Bid is received by the required deadline date and time.
  - ii. Bid meets the proposal submission requirements set forth above under Section 2, A.

### C. Bid Evaluation

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

### D. Award of Purchase Order

- a. Navajo Nation will retain the purchase of the top rated and ranked firm. Upon selection, the firm will be notified with an Official Purchase Order from Navajo Nation.
- b. Navajo Nation will issue a to an electronic copy of the Purchase Order and the Official Copy of the Purchase Order will be sent via mail upon execution of the Purchase Order. No purchase shall be performed by the firm until such Purchase Order is given by Navajo Nation via electronic mail or mail. Navajo Nation 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. The selected firm shall provide the following listed items New and NOT USED nor Refurbished. Items submitted must be equivalent or greater than the following:

| Line Number | Part Number    | Description                                                                        | Service Duration (Months) | Qty   |
|-------------|----------------|------------------------------------------------------------------------------------|---------------------------|-------|
| 1.0         | SY9-00004      | O365E5 ShrdSvr ALNG SubsVL MVL PerUsr<br>Coverage Date : 1-OCT-2019 to 30-SEP-2022 | 36                        | 160   |
| 2.0         | 76A-00010      | EntCAL ALNG LicSAPk MVL Pltfrm UsrCAL<br>wSrvcs                                    | 36                        | 1,900 |
| 2.1         | 76A-00016      | EntCAL ALNG SA MVL Pltfrm UsrCAL wSrvcs                                            | 36                        | 1,600 |
| 3.0         | 269-12445      | OfficeProPlus ALNG LicSAPk MVL Pltfrm                                              | 36                        | 2,000 |
| 3.1         | 269-12442      | OfficeProPlus ALNG SA MVL Pltfrm                                                   | 36                        | 250   |
| 3.2         | 3JJ-00003      | O365ProPlus ShrdSvr ALNG SubsVL MVL<br>PerUsr                                      | 36                        | 1250  |
| 4.0         | KV3-00353      | WINENTperDVC ALNG SA MVL Pltfrm                                                    | 36                        | 250   |
| 4.1         | KV3-00356      | WINENTperDVC ALNG UpgrdSAPk MVL Pltfrm                                             | 36                        | 2,000 |
| 5.0         | 395-02504      | ExchgSvrEnt ALNG SA MVL                                                            | 36                        | 4     |
| 5.1         | 5HU-00216      | SfBSvr ALNG SA MVL                                                                 | 36                        | 9     |
| 5.2         | YEG-00633      | SfBSvrPlusCAL ALNG SA MVL forECAL DvcCAL                                           | 36                        | 100   |
| 6.0         | H04-00268      | SharePointSvr ALNG SA MVL                                                          | 36                        | 4     |
| 7.0         | 7NQ-0032-ESA3  | Microsoft SQL Server Standard Core Edition -<br>License                            | 36                        | 32    |
| 8.0         | P71-07280-ESA3 | Microsoft Windows Server DataCenter Edition<br>License                             | 36                        | 5     |

The software described herein shall be utilized for the purpose of the Navajo Nation/Division of Transportation’s Information Technology’s Data Communication, Integrity, and Security.

**SECTION 4 – Bid Content and Evaluation Criteria**

- A. Qualification of the Firm. Bid must specifically address and affirm the following:
  - a. Letter of Interest that indicates why your firm should be selected to provide the Information Technology – Server & Network Hardware bid to Navajo Nation
  - b. Evidence of Insurances; such as Professional Liability Insurance
- B. Navajo Business Opportunity
  - a. The Navajo Nation will follow Navajo Business Opportunity Act Title 5, Chapter 11; stating 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
- C. The Navajo Nation will not relinquish any of its sovereignty rights

**SECTION 5 – Rating System on Evaluation Criteria**

- A. Description of the components are 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                  | 15 Points         |
| B.                  | Letter of Transmittal                | 25 Points         |
| C.                  | Specifications of Submitted Software | 40 Points         |
| H.                  | Three References                     | 20 Points         |
| <b>Total Points</b> |                                      | <b>100 Points</b> |
| J.                  | Navajo Preference (Priority #1)      | 10 Points         |
| K.                  | Navajo Preference (Priority #2)      | 5 Points          |

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

**### End of Request for Proposal - 19-06-2099LE ###**