

**NAVAJO NATION  
FINANCIAL ASSISTANCE UNIT (FAU)**

**REQUEST FOR PROPOSAL  
HARDWARE REFRESH**

**DIVISION OF FINANCE –  
PURCHASING**

**BID 26-04-4107SB**

REQUEST FOR PROPOSAL  
BID 26-04-4107SB

PROJECT TITLE: Financial Assistance Unit, Hardware Refresh

**PROPOSAL DUE DATE: May 22<sup>nd</sup>, 2026**

Primary Contact Person: Corraine Lee, Administrative Service Officer  
Phone: (928) 871-6556  
Email: [Corraine.Lee@ndcfs.org](mailto:Corraine.Lee@ndcfs.org)

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

Navajo Division for Children and Family Services  
2296 Administration Bldg. #2  
P.O. Box 4590  
Window Rock, AZ 86515  
Attn: Corraine Lee, Administrative Service Officer

**Bids may be electronically mailed to:** [Corraine.Lee@ndcfs.org](mailto:Corraine.Lee@ndcfs.org)

PROPOSAL: All interested parties are invited to review and respond to this Request for Proposal (RFP) at their discretion. Respondents are instructed to contact Corraine Lee, Administrative Service Officer, via email at [Corraine.Lee@ndcfs.org](mailto:Corraine.Lee@ndcfs.org) for all questions about the contents of this RFP. For technical questions, please get in touch with Chris Wright, Technical Project Manager, via email at [chris.wright@nntanf.org](mailto:chris.wright@nntanf.org).

# GUIDELINES FOR THE REQUEST FOR PROPOSAL

## I. DESCRIPTION OF THE ORGANIZATION

FAU is dedicated to fostering the well-being and prosperity of our community by providing short-term, needs-based cash and in-kind support so that Navajo individuals and families can meet basic necessities and move toward greater self-sufficiency. Beyond issuing payments, the unit embraces a holistic, culturally grounded approach that pairs financial benefits with case-management, employment training, and respect for Diné cultural values.

## II. SCOPE OF CONTRACT

### A. Procurement of Technology Products and Support Services

This RFP outlines the requirements for procuring various technological 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.

### D. Delivery Requirements

All products must be delivered within a reasonable and specified lead time after purchase orders are issued. 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 proposed hardware and technology solutions manufacturers.

### F. Support Services

Vendors must include at least a three-year (3) support term for all hardware and software solutions quoted in their proposals. 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 RFP.

### 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. NDCFS prefers GSA-qualified vendors who can 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

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

1. **Quantity 45 - 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 45 - Dell – Dell Premier Wireless ANC Headset - WL7024:**
    - Warranty – 3 Years
  3. **Quantity 45 – Dell – Dell UltraSharp 4K Webcam – WB7022:**
    - Warranty – 3 Years
  4. **Quantity 45 - Dell – Dell UltraSharp 27 Monitor – U2724DE:**
    - Warranty – 3 Years
  5. **Quantity 6 – Dell – Dell UltraSharp 34 Curves Thunderbolt Hub Monitor – U3425WE:**
    - Warranty – 3 Years
  6. **Quantity 45 - Dell – Dell Pro Premium Collaboration Keyboard – KB900:**
    - Warranty – 3 Years
  7. **Quantity 45 - Dell – Dell Premier Rechargeable Wireless Mouse – MS7421W:**
    - Warranty – 3 Years
  8. **Quantity 90 - APC - BR1500MS2**
  9. **Quantity 45 – Canon - imageFORMULA DR-S350NW scanners:**
    - Warranty – 3 Years
  10. **Quantity 45 – Samsonite – Samsonite Tectonic 2 Large Backpack – Black/Orange**
  11. **Quantity 45 - Dell – Dell EcoLoop Urban Sleeve 15-16:**
  12. **Quantity 10 - HP – HP OfficeJet 250 Mobile All-In-One Printer:**
    - Warranty – 4 Years
  13. **Quantity 20 - HP – HP 62 2-pack Black/Tri-color Original Ink Cartridges – N9H64FN#140**
  14. **Quantity - 2 – HP – HP Color LaserJet Enterprise Flow MFP 6800zfsw Printer - #6QN37A#BGJ**
    - Warranty – 5 Years
  15. **Quantity - 4 – HP – HP 217Z Ultra High Yield Black Original LaserJet Toner Cartridge, HP 2170Z**

- 16. Quantity - 4 – HP - HP 217Z Ultra High Yield Magenta Original LaserJet Toner Cartridge, HP 2173Z**
- 17. Quantity - 4 – HP - HP 217Z Ultra High Yield Cyan Original LaserJet Toner Cartridge, HP 2171Z**
- 18. Quantity - 4 – HP - HP 217Z Ultra High Yield Yellow Original LaserJet Toner Cartridge, HP 2172Z**
- 19. Quantity - 2 – HP – HP LaserJet 110V Enhanced Fuser Kit, 527G6A**
- 20. Quantity 1 – Owl Labs - Meeting OWL 4+:**
  - Warranty – 3 Years**
- 21. Quantity 1 – Owl Labs – Expansion Microphone**
- 22. Quantity 1 – Owl Labs - Meeting OWL 4+ - Soft-Sided Meeting Owl Carrying Case**
- 23. Quantity 21 – SideTrak – SideTrak Solo Pro 15.8” Freestanding Portable Monitor**
- 24. Quantity 1 – Canon - imageFORMULA R10 Personal Document Scanner Red - 0164T350**
- 25. Quantity 20 – Dell – Dell 7-in-1 USB-C Multiport Adapter – DA310**

**V. REQUIREMENTS**

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

**VI. EVALUATION PROCEDURES**

**A. Evaluation Criteria**

Proposals will be evaluated by FAU using the following criteria (maximum points listed):

- i. Proposal Content and Organization..... 15 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**

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

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

**C. Applicable Federal Requirements**

In the acceptance of Federal Funds, the FAU 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 FAU reserves the right to reject any proposals, in whole or in part.
- B. FAU reserves the right to request clarification of information submitted and additional information from any proposer.
- C. FAU reserves the right to award all or a portion of the required services to more than one proposer at FAU's sole discretion.
- D. This RFP is not an agreement/contract or an obligation of funds, and the FAU is not obligated or responsible for the cost of preparing the proposal.
- E. The respondent must provide a current Certificate of Liability Insurance.
- F. Proposals must be received on or before 4:00 PM on May 22<sup>nd</sup>, 2026. Proposals received after 4:00 PM or later will not be accepted.**
- G. Faxed proposals 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 RFP. 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 FAU will reasonably try to execute an agreement by selecting the proposal that best meets its needs and requirements. The Agreement shall be signed by the contractor and returned to the FAU 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 FAU may award the contract to the following qualifying organization that responded to the bid.

**NAVAJO NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and Contracting Eligibility**

\_\_\_\_\_  
 Consultant/Project Name

\_\_\_\_\_  
 Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
  - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
  - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
  - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
  - d. violated contract provisions, such as having:
    - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
    - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
  - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
  - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
  - g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, it is eligible to do business with the Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Printed name individual signing on Applicant's behalf

\_\_\_\_\_  
 Applicant Address

\_\_\_\_\_  
 Title of individual signing on Applicant's behalf

\_\_\_\_\_  
 Applicant Address

\_\_\_\_\_  
 Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
 Applicant Address

\_\_\_\_\_  
 Date

