Navajo Nation Division for Children and Family Services
2026 Winter Symposium
REQUEST FOR BID
BID NO. # 26-10-4231JB

Proposals and Bids Due:	October 16, 2026
Description:	2026 Winter Symposium – Division for Children and Family Services
Contact Person:	Laura Johnson, Program Manager II Phone: 928.871.6851 Email: laura.johnson.ndcfs.org

Proposal and Bids may be electronically mailed to: laura.johnson.ndcfs.org

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

Physical Address:	Navajo Division for Children and Family Services 2296 Administration Bldg. #2 Window Rock, AZ 86515 Attn: Laura Johnson, PROGRAM MANAGER II
Mailing Address:	Navajo Division for Children and Family Services PO Box 4590 Window Rock, AZ 86515 Attn: Laura Johnson, PROGRAM MANAGER II

1. Schedule of Activities and Timelines:

Schedule of Activities	Timelines
Begin advertising the *Request for Proposal*	October 5, 2026
Due Date to submit Proposal	October 16, 2026
Proposal and Cost Review	Week of October 19, 2026
Award Project	Week of October 21, 2026
Begin Contract or Payment Process	Week of October 26, 2026

2. Respondent Requirements
    a. All respondents must have, at a minimum, the capabilities listed herein to perform the duties and responsibilities of the Scope of Work. Bids must reflect in detail the inclusion of these services and additional forms required.

Respondents should also provide any technical information about the delivery of services required in the Request for Proposal (RFP).

b. Vendors must demonstrate years of experience in Hospitality Management, and years of experience in Event Management. Vendors should include credentials, including but not limited to licensures and certifications. All work performed must comply with required Navajo Nation and State laws, safety codes and regulations.
c. Vendors must have the ability to engage with a planning committee to finalize all event plans.

3. Proposal Format
    a. Appearance of the proposal must be professional and presentable.
    b. Not more than 20 pages, one-sided.
    c. Letter of Interest must be included.

4. Addendum
    a. Any Addendum to this RFP will be submitted in writing to vendors who inquired about the RFP; and it will be posted on the Navajo Nation Office of the Controller's website and also on the Navajo Division for Children and Family Services' website.

5. Scope of Work
    a. The Navajo Division for Children and Family Services is requesting proposal and cost from qualified vendors to host the 2026 Winter Symposium Event. The event will include the following:
        i. Three-day event to be on December 14th – 17th, 2026.
        ii. Number of Participants:
            1. 550 employees
            2. 50 Guest/Presenters
        iii. Meeting Space
            1. One General Session Room and 15 breakout rooms.
            2. Tables and Chairs to accommodate general sessions and breakout sessions.
            3. AV Equipment – Screen, Projector, and Wireless Microphone in each room, or where applicable.
        iv. Meals and Snacks – See attached Proposal
        v. Proposed Agenda – See attached Proposal
    b. Vendors must have ability to coordinate with the Coordinator and Planning Committee on cost, logistics, and accommodate
    c. Vendors must comply with 2 CFR 200 Procurement Standards in identifying qualified, licensed contractors to provide minor home repair services.

All RFPs must be received by the NDCFS on or before **Friday, October 16, 2026**, at 3:00 PM (MST).

The following documents are required and must be submitted:

1. Navajo Nation Certification regarding Debarment and Suspension
2. W-9 Form Request for Taxpayer Identification Number and Certification
3. Licensed, bonded, and current Certificate of Liability Insurance
4. Curriculum Vitae or Resume outlining previous projects and work experience.

Bids Format:

1. Bids must include all cost pursuant to the Scope of work, including all applicable fees, taxes, etc.
2. Detailed Cost and Grand Total for all services for this RFP.

Attachments:

- Proposal
- W-9
- Debarment and Suspension

Attachment 1
Proposal
2026 Winter Symposium
Navajo Division for Children and Family Services

Purpose:
The purpose of this event is to host an organizational-wide meeting and to include a holiday event for the Navajo Division for Children and Family Services (NDCFS) employees and guests. The event will include providing program updates, workshop sessions, employee appreciation activities, a holiday banquet, and bringing needed resources for the employees.

Proposed Dates:

December 14th – 18th, 2026

Number of Participants:
550 employees
50 guests and presenters

Proposed Agenda:

December 14, 2026, Day One – Monday

2:00 p.m. – 5:00 p.m.	Registration
3:00 p.m. – 5:00 p.m.	Networking Session

December 15, 2026, Day Two - Tuesday

7:00 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 1:00 p.m.	Lunch – to be provided
1:00 p.m. – 5:00 p.m.	Breakout Sessions

December 16, 2026, Day Three - Wednesday

7:00 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 1:00 p.m.	Lunch – to be provided
1:00 p.m. – 5:00 p.m.	Breakout Sessions

December 17, 2026, Day Four – Thursday

8:00 a.m. – 12:00 p.m.	General Session
12:00 p.m. – 1:00 p.m.	Lunch – to be provided
1:00 p.m. – 3:00 p.m.	Breakout Sessions
3:00 p.m. – 4:30 p.m.	BREAK – Preparing for Banquet
4:30 p.m. – 7:30 p.m.	Closing Session: Banquet & Holiday Event

Meeting Space

1) One General Session Room and ten (15) breakout rooms.
2) Tables and Chairs to accommodate general sessions and breakout sessions.
3) AV Equipment – Screen, Projector, and Wireless Microphone in each room, or where applicable.

General Information about Meals and Snacks

(Items below are recommended, but the venue can select an equivalent meal or snack.)

Day One - Monday

3:00 p.m. – 5:00 p.m. Networking Session

- Popcorn and Assorted Soda

Day Two - Tuesday

7:00 a.m. – 8:00 a.m. Breakfast Buffet

- Coffee, Tea, Juice
- Boiled Eggs, Bacon, and Hash Brown
- Muffin

10:00 a.m. AM Snacks

- Assorted Donuts

12:00 p.m. – 1:00 p.m. Lunch Buffet

- Coffee and Ice Tea
- Mexican Style Buffet and Dessert

3:00 p.m. - PM Snacks

- Assorted Chips and Soda

Day Three - Wednesday

7:00 a.m. – 8:00 a.m. Breakfast Buffet

- Coffee, Tea, Juice
- Breakfast Burrito
- Fruit

10:00 a.m. AM Snacks

- Yogurt and Bagels

12:00 p.m. – 1:00 p.m. Lunch Buffet

- Coffee and Lemon Aide
- Italian Buffet and Dessert

3:00 p.m. PM Snacks

- Trail Mix

Day Four – Thursday

10:00 a.m. AM Snacks

- Assorted Pastries

12:00 p.m. – 1:00 p.m. Lunch Buffet

- Coffee and Iced Tea
- Assorted Sandwiches and Dessert

4:30 p.m. – 7:30 p.m. Banquet – Plated

- Coffee and Iced Tea
- Steaks, Salad, Vegetable, Mash Potato, Bread, and Dessert