

**Navajo Nation Judicial Branch
 Invitation to Bid #26-02-4035SB
 to Provide Lodging, Conference, Catering and Audio-Visual Services**

The Navajo Nation Purchasing Services Department is soliciting for sealed proposals and bids to provide Lodging, Conference, Catering and Audio-Visual Services for a Navajo Nation Judicial Branch Staff meeting and training.

The RFP is available at the following link: <https://www.nnooc.org/request-for-proposals-2026/>

Online Advertisement Run Date:	June 12, 2026
Newspaper Advertisement Run Date:	June 18, 2026
Closing Date:	June 30, 2026 at 4:00 p.m.

NAVAJO NATION JUDICIAL BRANCH
Scope of Work & Specifications
to
Conduct Lodging, Conference, Catering and Audio-Visual Services

INVITATION TO BID# 26-02-4035SB

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, 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. The Judicial Branch provides these services in the Administrative Office of the Courts, Navajo Supreme Court and in twelve (12) judicial districts.

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 Staff Meeting and Training - October 29-30, 2026. NNJB is seeking a vendor capable of providing 1 day of meetings, 1 night of lodging and 1.5 days of meals and refreshments within the recommended time period. Similar accommodations are sought for 2027, 2028 and 2029 for a multi-year contract.

C. Contact Information

Office of the Chief Justice
Reba Francisco, Judicial Executive Assistant
P. O. Box 520
Window Rock, AZ 86515
Telephone Number: 928-871-7669
Email address: rebafrancisco@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, regular mail) to the Navajo Nation Office of the Chief Justice. 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 & INVITATION TO BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION

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

Delivery via UPS or Federal Express Navajo
Nation Purchasing Department
Administration Building 1
Window Rock Boulevard
Window Rock, AZ 86515
ATTN: Sharon Belone, Buyer
Phone: 928-871-6141

Delivery via US Mail
Navajo Nation Purchasing Department
P. O. Box 3150
Window Rock, AZ 86515
ATTN: Sharon Belone, Buyer

Proposals due June 30, 2026, by 4:00 PM local Window Rock, AZ time (MST).

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. A post mark by the due date on the package will not substitute for the actual physical receipt of proposal and Invitation to Bid by the deadline.

- B. Proposal Submittal Specifications - All proposals & Invitation to Bids shall be submitted in a sealed envelope clearly marked: "DO NOT OPEN - INVITATION TO BID #26-02-4035SB PROPOSAL TO PROVIDE LODGING, CONFERENCE, CATERING AND AUDIO-VISUAL SERVICES".
1. Name and address of the firm submitting the proposal shall be written legibly on the outside of the sealed envelope.
 2. All Invitation to Bid Sheets shall be submitted within the sealed proposal, separately.
 3. Note whether firm is a Navajo Nation Priority 1 or Priority 2 vendor.

SECTION 3 -SPECIFICATIONS TO PROVIDE LODGING, CONFERENCE, CATERING AND AUDIO-VISUAL SERVICES OF THE JUDICIAL BRANCH

A. Purpose and Deliverables

1. Number of Participants - There will be approximately two hundred (200) individuals participating.

2. Lodging Accommodation for 200 individuals

- a. Number of rooms (single or double) to be provided by the vendor: Minimum of 100 double rooms.
 - i. Each double room should have two double or two queen beds. Roll-a-ways will not be accepted as a substitution. Hide-away beds will not be accepted as a substitution.
 - ii. All rooms to be non-smoking rooms.
 - iii. Where applicable, identify number of complimentary rooms and/or suites.
- b. Lodging rate per night for both single rooms and double rooms shall be the same.

3. Meals to be provided by the vendor for participants

- a. One day – full breakfast buffet
- b. One day – Seated Lunch or buffet
- c. One morning – Mid-Morning Snacks
- d. One afternoon – Mid-Afternoon Snacks
- e. One evening – full dinner buffet
- f. Vendor should provide ice water, drinking glasses, individually wrapped hard candy, pens and notepads for the participants in all meeting rooms.
- g. Proposal shall include a proposed menu plan for breakfast, lunch and dinner as listed in Attachment A.
- h. Proposal shall include a proposed detailed list of refreshments and quantity for each day as listed in Attachment A.
- i. Proposal shall include meals and refreshments consistent with General Services Administration (GSA) per diem rates.

4. Meeting Rooms and Facilities

- a. General Sessions will be held on the following days:
 - i. Day 1 – Evening (4:00 – 8:00 pm) accommodate 200 participants
 - ii. Day 2 – Morning (8:00 – 10:00 am) and Afternoon (3:00 pm – 5:00 pm) – accommodate 200 participants
- b. Seven (7) break-out rooms will comfortably accommodate 35 to 80 individuals each. Break-out sessions will be held on the following days:
 - i. Day 2 – from 9:00 am to 12:00 pm – 7 rooms, accommodate 35 individuals
 - ii. Day 2 – from 1:00 pm to 5:00 pm - 7 rooms, accommodate 70 individuals
- c. One workroom is designated near training area for two (02) days that is equipped with electric plugs and wifi service.
- d. Proposal shall include a top-view floor plan of the facility identifying rooms recommended for meeting rooms.
- e. Meeting room set-up will be determined 30 days prior to start of the training.

- f. Public address system with a minimum of two (2) wireless microphones, including an In-Focus type projector and screen, shall be provided by the vendor for the large General Session meeting room. The projector should be able to connect to laptop computers provided by presenters.
 - g. Stage set-up with a black backdrop and a podium with draping.
 - h. Registration Area with tables outside of general session area.
 - i. Proposal should include wireless connectivity.
5. Proposed dates:
- a. October 29-30, 2026
 - b. October 2027 *dates to be determined*
 - c. October 2028 *dates to be determined*
 - d. October 2029 *dates to be determined*

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. § 301-371 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 - Contractor 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 Contractor'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 six percent (6%) 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 Contractor 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. Costs 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.
- K. Sufficient Appropriation - A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Contractor shall affect such termination or reduction in scope. The NNJB Chief Justice's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Contractor.

SECTION 5 - PROPOSAL CONTENT AND EVALUATION CRITERIA

A. Organization and Content

- 1. All proposals should be printed on standard 8 1/2" X 11" paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
- 2. Four (4) original copies of the proposal and Invitation to 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 INVITATION TO BID # 26-02-4035SB. 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 INVITATION TO BID #26-02-4035SB
 - 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. Invitation to Bid quotes pricing the work detailed in SECTIONS 3 shall be sealed and enclosed separately.
 - b. Each Invitation to Bid Sheet shall be Signed by the authorized representative designated under SECTION 5. A .5. b. Invitation to Bid quotes shall remain valid for 45 days from the proposal and Invitation to Bid submittal deadline as specified under SECTION 2. A. Invitation to Bid Sheets will be utilized by NNJB to uniformly compare quotes. Clear, concise, and understandable proposals and Invitation to 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 equipment with repair and maintenance.

B. Evaluation Procedures

1. Only those proposals and Invitation to 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 Invitation to Bids.
3. After each sealed proposal is opened, the content of the sealed envelope will be examined and reviewed for responsiveness to Invitation to Bid #26-02-4035SB. Attachment A "Cost Proposal Sheet to Bid # 26-02-4035SB" and Attachment A-2 will be utilized for this purpose. Failure to adhere to the check list at Attachment B, 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 Bid # 26-02-4035SB will be evaluated on the criteria outlined under SECTION 5.C.1.
5. Based on the evaluations of proposals, NNJB may choose to consult with the top-rated firms for additional information.

C. Evaluation Criteria

Proposals will be evaluated by a review committee using the criteria below. Total possible score: 100 points.

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 Invitation to Bid. (20 points)

- c. Prior experience and past performance providing similar services as indicated in the Statement of Qualification. (20 points)
- d. Cost -Proposed Invitation to Bid to provide facilities and services as specified in this Invitation to Bid -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 INVITATION TO BID #26-02-4035SB

**ATTACHMENT A – Cost Proposal Sheet
Navajo Nation Judicial Branch
Invitation to Bid #26-02-4035SB
to Provide Lodging, Conference, Catering and Audio-Visual Services**

ROOMS (single & double)

Lodging Dates	Number of Rooms	Cost per Night	Total
Day 1	100		
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 7 Break-out Rooms	Total
Day 2	8-10 am; 4 pm – 5 pm	10 am-4 pm	
Applicable Service Charge (EXAMPLE : 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
SUBOTAL			

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

DATES	Fee for One Day Morning Only	Fee for One day Afternoon Only	Total
Day 1 4-8pm			
Day 2 8am-5pm			
Applicable Service Charge (EXAMPLE : 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
SUBOTAL			

MEALS

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

REFRESHMENTS

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

NNJB Work Room Near Conference Rooms

Dates	Room description, i.e.size, location, etc.	
Day 1	Starting at 12 noon to 8:00 pm	Total
Day 2	Open from 7:00 am to 5:30 pm	
		SUBTOTAL

GRAND TOTAL: _____

Signed: _____

Dated: _____

ATTACHMENT A-2
INVITATION TO BID SHEET - A-2
NNJB Staff Meeting and Training
Bid 26-02-4035SB

			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.
- > 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 Invitation to Bid #26-02-4305SB Provide Lodging, Conference, Catering and AV Services

PROPOSAL SUBMITTAL SPECIFICATIONS

	Description	
1	Section 2.A. - Proposal and Invitation to Bid must be physically submitted to the Navajo Purchasing Department by Tuesday, June 30, 2026 at 4:00 pm local Window Rock, Arizona time (MDST).	
2	Section 2.B. - Proposal and Invitation to Bid shall be submitted in a sealed envelope clearly marked: 1) "DO NOT OPEN - RFP #26-02-4305SB- PROPOSAL TO PROVIDE THE JUDICIAL BRANCH LODGING, CONFERENCE, CATERING AND AUDIO VISUAL SERVICES".	
3	Section 3. A.2. - Lodging accommodations for 200 individuals.	
4	Section 3. C. - Meals to be provided by vendor for participants at Federal CONUS rates.	
5	Section 3.g. - Proposal shall include a proposed menu plan for all breakfasts and lunches as listed in Attachment A.	
6	Section 3.h. - Proposal shall include a proposed detailed list of refreshments and quantity for each day as listed in Attachment A.	
7	Section 3.4.d. - Proposal shall include a top-view floor plan of the facility identifying rooms recommended for meeting rooms as specified in Attachment A.	
8	Section 3.4.f. - Public Address system.	
9	Section 4. - Adherence to general requirements.	
10	Section 5. A. 1. - Proposal shall be typewritten on standard 8 1/2" x 11" paper and bounded.	
11	Section 5. A. 2. - Four (4) original copies of the proposal and Invitation to Bid Sheets shall be submitted in flat bound form to facilitate filing.	
12	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 Bid #26-02-4305SB _____.	
13	Section 5. A. 5. - Proposal shall provide contact information as outlined in RFP #26-02-4305SB.	
14	Section 5. A. 6. - Proposal shall have a statement of qualifications as outlined in RFP #26-02-4305SB.	
15	Section 5. A. 7. b. - Bid Sheet Attachment A. Signed by representative designed under Section 5. A. 5. b.	

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

