

REQUEST FOR PROPOSAL
BID NO: 17-08-1708VJ

The Navajo Nation Purchasing Services Department is soliciting for sealed proposals and bids to procure digital document scanning equipment.

To obtain RFP package go to website: www.navajocourts.org Navajo Nation Judicial Branch Document Scanning Equipment RFP or <http://www.nnooc.org/RFPs-Advertisements.html>

- Closing Date: August 29, 2017 at 3:00 p.m.

NAVAJO NATION JUDICIAL BRANCH
Scope of Work & Specifications
DIGITAL DOCUMENT SCANNING EQUIPMENT

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, services 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.

NNJB is inviting qualified and well established vendors capable of providing digital document scanning equipment.

B. Dates for consideration of this procurement - All goods and services will have to be delivered by September 27, 2017.

C. Contact Information

Raquel Chee, Grant Administrator
Navajo Nation Judicial Branch
P. O. Box 520
Window Rock, AZ 86515
Telephone Number: 928-871-7019
Facsimile: 928-871-6761
Email address: rchee@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, facsimile, regular mail) to the Grant Administrator. 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 & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION

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

Delivery via UPS or Federal Express

Navajo Nation Purchasing Department Administration Building #1
Morgan Boulevard
Window Rock, AZ 86515
ATTN: Victor Joe, Buyer Phone: 928-871-6313

Delivery via US Mail

Navajo Nation Purchasing Department
P. O. Box 3150
Window Rock, AZ 86515
ATTN: Victor Joe, Buyer

By August 29, 2017 by 3:00 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. Post mark by due date on package will not substitute for actual, physical receipt of proposal and bid by the deadline.

- B. Proposal Submittal Specifications - All proposals & bids shall be submitted in a sealed envelope clearly marked:
1. "DO NOT OPEN -RFP #17-08-1708V PROPOSAL TO PROVIDE THE JUDICIAL BRANCH WITH DIGITAL DOCUMENT SCANNING EQUIPMENT".
 2. Name and address of the firm submitting the proposal shall be written legibly on the outside of the sealed envelope.
 3. All Bid Sheets shall be submitted with the sealed proposal.

Comment [MBY1]: # assigned by Purchasing?

SECTION 3 -SPECIFICATIONS FOR SCANNING EQUIPMENT

- A. 15 Hi Speed Digital Document Scanners -

- Fast Scanning
- 90 ppm/180 ipm landscape at 200 dpi color
- Hi Speed SCSI & USB 2.0 with software 200-sheet Auto Document Feeder
- Scans up to 11"x17" pages
- Scans up to 15,000 pages per day

Comment [MBY2]: Landscape?

- On-Site Warranty
- Software

B. 1, 2 and 3 Year extended warranty and service

1. Service on the scanners for up to three years to include shipping.

C. Ground Shipping

1. Include ground shipping in your proposal.

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. § 1501 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 - Vendor 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 vendor'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 five percent (5%) 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 vendor 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. Cost 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.

SECTION 5 - PROPOSAL CONTENT AND EVALUATION CRITERIA

A. Organization and Content

1. All proposals shall be typewritten on standard 8 1/2" X 11" paper and bounded.
2. Four (4) original copies of the proposal and 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 RFP# 17-08-1708VI. 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 RFP# 17-08-1708VI;
 - 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. Bid quotes relative to SECTIONS 3 shall be indicated on BID SHEET - A. BID SHEET- A is attached as ATTACHMENT A.
 - b. Each BID SHEET shall be Signed by the authorized representative designated under SECTION 5. A .5. b. Bid quotes shall remain valid for 45 days from the proposal and bid submittal deadline as specified under SECTION 2. A. Bid Sheets will be utilized by NNJB to uniformly compare quotes. Clear, concise, and understandable proposals and 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 goods and services to NNJB.

B. Evaluation Procedures

1. Only those proposals and bids submitted within the established deadline (SECTION 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 bids.
3. After each sealed proposal is opened, the content of the sealed envelope will be examined and reviewed for responsiveness to RFP # 17-08-1708VJ. The "CHECK LIST FOR RESPONSIVENESS TO RFP# 17-08-1708VJ" will be utilized for this purpose.

Failure to adhere to the check list, 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 RFP #17-08-1708VJ will be evaluated on the criteria outlined under SECTION 5. C. 1.

C. Evaluation Criteria

1. Each proposal will be evaluated on the following criteria:
 - a. The ability to provide 15 High Speed Digital Document Scanners as specified under SECTION 3 of this RFP. (20 points)
 - b. The ability to provide 1, 2 and 3 year scan care and service plus shipping as specified under SECTION 3 of this RFP. (20 points)
 - c. Prior experience and past performance providing similar services as

- indicated in the Statement of Qualification. (20 points)
- d. Cost -Proposed bid to 15 High Speed Digital Document Scanners, 1, 2 and 3 year extended warranties and service and shipping as specified in this RFP. BID SHEET -A will be utilized to uniformly compare quotes. (20 points)
 - e. Ability to complete delivery of goods and services by September 27, 2017. (20 joints)

End of Scope of Work & Specifications for RFP# 17-08-1708VJ

**ATTACHMENT A BID SHEET - A
 NNJB DOCUMENT
 SCANNING EQUIPMENT
 RFP # 17-08-1708VJ**

HI-SPEED DOCUMENT SCANNERS

Type	Number of Scanners	Cost per Unit	Total
List Type of Equipment	15		
3 Year Equipment care & service	15		
Applicable Shipping Charge:			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
TOTAL			

GRAND TOTAL: _____

**ATTACHMENT A-2
BID SHEET - A-2
NNJB DOCUMENT SCANNING EQUIPMENT
RFP # 17-08-1708VJ**

PLEASE INCLUDE:

- > Description and brochures of proposed equipment
- > Description and brochures of extended care and service
- > Policy on payment type, purchase order, credit card.

ATTACHMENT B
Navajo Nation Judicial Branch
CHECK LIST FOR RESPONSIVENESS TO RFP# 17-08-1708VJ
NNJB DOCUMENT SCANNING EQUIPMENT

PROPOSAL SUBMITTAL SPECIFICATIONS

	Description	
1	Section 2.A. - Proposal and bid must be physically submitted to the Navajo Purchasing Department by Tuesday, August 29, 2017 by 3:00 pm local Window Rock, Arizona time (MDST).	
2	Section 2.B. - Proposal and bid shall be submitted in a sealed envelope clearly marked: 1) "DO NOT OPEN -RFP #17-08-1708VJ - PROPOSAL TO PROVIDE THE JUDICIAL BRANCH WITH SCANNING EQUIPMENT".	
3	Section 5. A. 1. - Proposal shall be typewritten on standard 8 1/2" x 11" paper and bounded.	
4	Section 5. A. 2. - Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.	
5	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 RFP # 17-08-1708vj.	
6	Section 5. A. 5. - Proposal shall provide contact information as outlined in RFP #17-08-1708VJ.	
7	Section 5. A. 6. - Proposal shall have a state of qualifications as outlined in RFP #17-08-1708VJ.	
8	Section 5. A. 7. b. - BID SHEET - A. Signed by representative designed under Section 5. A. 5. b.	
9	Section 3. A. - 15 Hi Speed Digital Document Scanners	
11	Section 3. D. - 1, 2 and 3 Year Extended Warranty and Service	
12	Section 3. E. - Delivery	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

NAVAJO NATION CERTIFICATION
Regarding Debarment and
Suspension

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date