

## REQUEST FOR PROPOSALS

**Bid No: 14-12-1305VJ**

**PROPOSAL DUE DATE:** January 2, 2015

**DESCRIPTION:** NEWSLETTER PRINTING, PREPARATION & MAILING

**CONTACT PERSON:** TONI ETSITTY, PUBLIC INFORMATION OFFICER  
NAVAJO NATION PROGRAM FOR SELF RELIANCE  
DIVISION OF SOCIAL SERVICES  
(928) 810-8553

### RETURN ALL RESPONSES IN SEALED ENVELOPES TO:

**DELIVER TO:** NAVAJO NATION - DIVISION OF FINANCE  
PROCUREMENT/CONTRACT ADMINISTRATION  
ADMINISTRATION BUILDING 1  
WINDOW ROCK, AZ 86515  
ATT: Victor Joe

OR

**MAIL TO:** NAVAJO NATION - DIVISION OF FINANCE  
PROCUREMENT/CONTRACT ADMINISTRATION  
P. O. BOX 3150  
WINDOW ROCK, AZ 86515  
ATT: Victor Joe

### PROJECT DISCRIPTION:

The Navajo Nation Department for Self Reliance (DSR) is soliciting SEALED BIDS for the printing of DSR Newsletter – *T'áá hwó ájit éego*. Description: Newsletters are printed on a quarterly basis, 4 per year; 1 newsletter every 3 months X 3 years = 12 newsletters total. Specifications: 25.5" x 11", Tri-fold newsletter prints, 4 Color Process, 2-sided, on #80 Gloss; fold to 8.5" x 11". Quantity: 5,000 each. Quote should also include preparation for mailing newsletters to customers; folded to 5.5" x 8.5" tabbed & addressed for bulk mailing using data (names & addresses) supplied in Excel format by the DSR. Plus shipping costs, to ship addressed newsletters and extra (unfolded) newsletters to DSR-Support Services in Window Rock, AZ. Other related charges such as set up charges, shipping charges and 5% Navajo Nation Tax. Your quotation must be itemized (include Unit cost per item). Also include information about the approximate timeline for printing and delivery once a PDF (newsletter) and Excel spreadsheet (customer addresses) is submitted. The successful bidder will enter into a three-year contract with the DSR. Proposals must be all inclusive; bidders must bid on entire order. No incomplete bids will be accepted. Proposals must be received on or before 5:00 p.m., January 2, 2015. Qualified vendors may obtain more information on the scope of work and specifications of the Request for Proposal requirements from Toni Etsitty, Public Information Officer or Delilah Goodluck, Senior Public Information Officer at P.O. Box 2279, Window Rock, AZ 86515. Please call DSR Support Services (928) 810-8553 for a sample newsletter or a PDF of a past newsletter.

**INSTRUCTIONS FOR BIDS FOR THE  
DEPARTMENT FOR SELF RELIANCE  
NEWSLETTER PRINTING & PREPARATION PURCHASE 2014  
Bid No: 14-12-1305VJ**

**INSTRUCTIONS TO BIDDERS (Please read instructions carefully)**

Bidders shall provide three (3) sealed, original, signed copies of their proposals. All tribal and federal procurement acts including the *Navajo Nation Business Opportunity Act* (NNBOA) shall be observed in the selection of the vendor.

The bidder shall submit (2) Two sealed separate packages:

1. First package shall contain a letter of transmittal, qualifications and credentials.
2. The second package shall have an itemized proposal cost and base bid. All packages shall have the proper company name and return address.

In accordance with the NNBOA, businesses that have Navajo Nation preference shall identify their Priority Number (Priority # 1 or Priority #2) on the sealed packages in the lower left hand corner.

The Navajo Nation Department for Self Reliance (DSR) shall reserve the right to reject any or all bids based on qualifications and suitability of materials submitted. No faxed copies will be accepted.

**PROPOSAL FORMAT**

1. **Letter of Transmittal:** Identify the name and title of the person authorized to contractually obligate the organization, explicitly indicate acceptance of the conditions governing this procurement, and signed by the person authorized to contractually obligate the organization.
2. **Eligibility and Selection Criteria:** Vendor must demonstrate its organizational competency by providing the following information in their proposal:
  - a. Responsiveness to the Scope of Work
    - i. Bid on entire order.
    - ii. Printing of newsletter according to specs.
    - iii. Preparation of newsletter, folded, tabbed and addressed.
    - iv. Delivery of addressed and extra unfolded newsletters to NNPSR Support Services Offices at 48 West Highway 264, Window Rock, AZ 86515.

- b. Proposed Timetable: Completion and Delivery of newsletters according to proposed deadline, after newsletter PDF and customer addresses are supplied.
- c. Relevant resources available to complete all aspects and elements of the project as scheduled.
- d. Previous printing experience, provide a listing of contacts.
- e. Other supporting documents, e.g. letter of support from other references at least one must be from a Federally-Recognized Tribe or a Navajo tribal program.
- f. By responding to; the bidder implicitly states that they did not participate in the RFP development process and no employee of the program has participated directly or indirectly in vendors' proposal and without collusion.

- 3. **Right to Waive Minor Irregularities.** This right is at the sole discretion of the Evaluation committee.
- 4. **Ownership of Proposals.** All proposals will become property of the Navajo Nation; Navajo Nation shall hold proprietary rights to proposals.
- 5. **Governing Law.** This procurement shall state that the laws of the Navajo Nation shall govern.
- 6. **Terms and Conditions.** This purchase between the Navajo Nation and the bidder will follow the scope of work outlined in the RFP.
- 7. The successful bidder will be notified by mail immediately after the selection.
- 8. Once the bidder is selected, a meeting shall be held between the successful bidder and the NNPSR to discuss the timeline.

Any proposal received that does not comply with the specifications in the RFP and does not address each requirement will not be reviewed and will be rejected on that basis.