

**NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT
INVITATION FOR BID (IFB)**

BID No: 26-03-4055SB

Internet and Wide Area Network Services

Due: March 18, 2026

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals to establish a three-year contract for internet connectivity and wide area network (WAN) infrastructure for 10 NDWD Sites. This invitation for bid (IFB) states the overall scope of products and services desired, technology foundation, and desired vendor qualifications. This contract shall begin on May 1, 2026 through April 30, 2028

All submitted bids must be submitted in a sealed envelope and clearly marked:

Hand Delivered to: Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
Tribal Hill Drive Building #FA-2754
Window Rock, Arizona 86515
DO NOT OPEN: BID No. 26-03-4055SB

OR

Certified Mail to: Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
Post Office Box 1889
Window Rock, Arizona 86515
DO NOT OPEN: BID No. 26-03-4055SB

One (1) Original and two (2) copies of the Bid must be in a sealed envelope, clearly marked: Do Not Open: BID No. 26-03-4055SB with indication if vendor is Priority 1 or 2. Bid opening will be held in accordance to the Navajo Nation Procurement procedures. No email or faxed responses shall be considered. NDWD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses after the above due date and time will not be accepted or considered.

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I. IFB DUE DATE

The deadline for the invitation for bid is **March 18, 2026, at 4:00p.m. MDT**. Any proposals received after this deadline will not be considered. If it becomes necessary to revise any part of the IFB, an addendum will be issued.

II. SCOPE OF SERVICES:

The Navajo Department of Workforce Development (NDWD) is requesting proposals for internet connectivity and wide area network (WAN) infrastructure for 10 NDWD sites with the topology listed below

A. Vendor will provide dedicated internet access at hub locations (Window Rock, Arizona) and provide transport (Private WAN/MAN) between hub and 9 remote sites. The 10 workforce locations along with bandwidth requirements are listed below:

LOCATION	LATITUDE	LONGITUDE	BANDWIDTH
<u>Central Administration (Hub):</u>			
Window Rock, Arizona	35.679121	-109.053326	1000 Mbps (Internet)
<u>Five (5) Agency Workforce Centers:</u>			
Fort Defiance, Arizona	35.735402	-109.067561	100 Mbps (Transport)
Chinle, Arizona	36.160873	-109.577243	100 Mbps (Transport)
Tuba City, Arizona	36.125412	-111.233406	100 Mbps (Transport)
Shiprock, New Mexico	36.778565	-108.701119	100 Mbps (Transport)
Crownpoint, New Mexico	35.679693	-108.151033	100 Mbps (Transport)
<u>Four (4) Sub-Offices:</u>			
Greasewood, Arizona	35.528088	-109.854134	20 Mbps (Transport)
Kayenta, Arizona	36.725731	-110.253651	50 Mbps (Transport)
Tohatchi, New Mexico	35.852763	-108.760943	50 Mbps (Transport)
Leupp, Arizona	35.293324	-111.005029	20 Mbps (Transport)

B. If applicable, vendor will work with the current WAN infrastructure and provide equipment upgrades if needed. Equipment upgrades may include microwave radio, fiber lateral, cabling, etc. Fiber-optic connections preferred for ‘last mile’ site connections where available to leverage symmetrical upload speeds. Items and installation costs should be quoted separately from proposed monthly recurring cost.

C. Vendor must be able to work with NDWD for any future changes in site bandwidth.

D. Vendor, if selected, must accompany service with a Service Level Agreement (SLA) that includes the following:

- i. Network Availability: 99% up time
- ii. Packet Loss: Maximum Average Packet loss of 1% or less in a month.
- iii. Latency:
 - 60 ms or less for layer 3
 - 10 ms or less for layer 2

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- iv. Service Restoration: Within 8 hours on normal business days. Within 12 hours during non-business hours, weekends and holidays.
- E. If SLA is not met for a duration of time, the affected amount of time should be eligible for refund.
- F. The agreement will span three (3) years.

III. SCHEDULE OF ACTIVITIES

Issue IFB to prospective bidders	March 5, 2026
Last day for questions from bidders	March 13, 2026
Response to questions	March 16, 2026
IFB Submission deadline	March 18, 2026
IFB Opening	TBD
Selection of winning bid	TBD

IV. QUESTIONS AND INQUIRIES

Questions or requests regarding the IFB should be submitted in writing (emailed questions are acceptable) to the following:

Navajo Department of Workforce Development
ATTN: Kristina Begay, Contract Analyst
P.O. Box 1889, Window Rock, Arizona 86515
Email: klynnbegay@ndwd.org

V. INSURANCE REQUIREMENTS

The Navajo Nation will require the selected vendor, as its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, professional liability, automobile liability, worker's compensation, errors and omissions liability, etc. as outlined by the Navajo Nation Risk Management Department prior to any final award of a contract.

VI. RESPONDENT REQUIREMENTS

The following shall include in all responses and received by the date and time noted above to be considered:

- A. An original IFB response with two (2) copies must be provided in a sealed envelope.
- B. Letter of Transmittal must include:
 - i. Provide Statements of Qualifications
 - ii. Identify the name of the person responding to the IFB
 - iii. Identify the name, title and telephone numbers of people authorized to negotiate on behalf of the organization.
 - iv. Identify the names and telephone numbers of people to be contacted for clarification.

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C. Cost and Budget Breakdown

This section must include a detailed cost proposal with a grand overall total for each of the following areas:

- i. Monthly Recurring Cost
- ii. Non-Recurring Costs (Delivery/Installation)
- iii. Cost of Warranty
- iv. All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. seq.).
- v. Other Related Costs

D. Required Documents

- i. Respondent(s) must indicate if they are a priority one or two vendor with the Navajo Nation. Navajo Preference vendors must provide Certificate of Eligibility issued by the Navajo Business Regulatory Department.
- ii. Navajo Nation Certification regarding Debarment and Suspension Form
- iii. Federal IRS W-9 Form (March 2024)
- iv. Certificate of Insurance

VII. EVALUATION PROCEDURES AND CRITERIA

- A. An evaluation team will review the proposals received in accordance with the general criteria described herein. Respondents should be prepared to provide any additional information the evaluation team feels are necessary for the fair evaluation of proposals.
- B. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NDWD. The specifications in the IFB represent the minimum performance necessary for a response. Based on the evaluation criteria established in this IFB, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NDW Department Manager may elect to evaluate the IFB solely.

ADDITIONAL INFORMATION

A. Availability of Funds

Any subsequent contract award associated with the IFB is contingent upon the availability of funds to the Navajo Department of Workforce Development. If funds are not available, any agreement resulting from this IFB shall become void and of no force or effect. NDWD reserves the right to negotiate the overall contract price based on availability of funds.

B. Agreement

The NDWD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed fee and period of time. NDWD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

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C. Cancellation of Agreement

NDWD reserves the right to cancel any contract/agreement, at any time, with thirty days' prior written notice to consultant, should any of the following conditions exist:

- i. Funds are not appropriated by NDWD for continuance of this agreement
- ii. NDWD, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

D. Response Material Ownership

All material submitted regarding this IFB shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by NDWD and may be reviewed by any person after final selection has been made. NDWD has the right to use any or all system ideas presented in reply to the IFB. Disqualification or non-selection of a respondent or proposal does not eliminate this right.