

Navajo Nation, Division for Children and Family Services
Navajo Division for Children and Family Services Division Spring Symposium
REQUEST FOR QUOTE
BID NO. 25-04-3643LE

Quotes Due: April 11, 2025
Description: NDCFS 2025 Division Spring Symposium
Contact Person: Brenda Tsosie, Principal Accountant
Phone:
Email: Brenda.Tsosie@ndcfs.org

Request for quote and submittal Deadline and Relevant Information:
All quotes using UPS or FedEx, and must be physically submitted to:

Physical Address: Navajo Division for Children and Family Services
2296 Administration Bldg. #2
Window Rock, AZ 86515
Attn: Brenda Tsosie

Mailing Address: Navajo Division for Children and Family Services
PO BOX 4590
Window Rock, AZ 86515
Attn: Brenda Tsosie

The quotes that are e-mailed must be e-mailed to:

Email Address: Brenda.Tsosie@ndcfs.org

A. Respondent Requirements:

All respondents must have, a minimum, the capabilities listed herein, and the bid quotes submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondents should also provide technical information about the delivery of services required in the Request for Quote (RFQ).

B. Scope of Work:

The Navajo Division of Children and Family Services is requesting quotes from qualified vendors to accommodate and provide meals, audio-visual, and facility usage for the NDCFS 2025 Division Spring Symposium for 450 employees.

Conference Dates: April 28th-May 1st, 2025

The respondent will need to provide a 'detailed' breakdown by costs, category, and grand total for all services for the following:

1. Meeting Rooms requirements:
 - a. General Session Room to accommodate up to 450 employees
 - b. Breakout Rooms: 5 rooms for 4/30/2025 and 4 rooms for 5/1/2025
2. Audio/Visual requirements:
 - a. Each room full audio/visual
 - b. Podium, microphone and other IT needs for General Sessions
3. Meals and Beverage requirements:
 - a. Morning Breakfast, 3 -days, for 450 people
 - b. Lunch, 3 -days, for 450 people
 - c. Dinner, 1-day, for 450 people
 - d. Beverage Refresh, 3-days, for 450 people
- C. Registration Equipment:
 - a. Two (2) tables and four (4) chairs for registration for the duration of the conference.
- D. Funds Availability:
 - a. Contract will be contingent upon availability of funds.

All RFQ's must be received/mailed/e-mailed or physically delivered on or before April 11th, 2025 at 5:00 PM (DST).

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The following documents are required and must be submitted:

1. Navajo Nation Certification regarding Debarment and Suspension
2. Federal Form Tax W-9
3. Licensed, bonded and current Certification of Liability Insurance

Quotes Format:

- a. A letter of Transmittal
- b. Quotes on Contract in accordance with part B. Scope of Work
- c. Detailed Cost and Grand Total Contract Amount for all services for this RFQ.