

NAVAJO NATION, DEPARTMENT OF DINE' EDUCATION  
Navajo Head Start

Consultation Services and Emotional Intelligence Training

RFP BID NO: 21-08-2536LE

**PROPOSAL DUE DATE:** August 25, 2021

**DESCRIPTION:** Navajo Head Start  
Emotional Intelligence Training

**CONTACT PERSON:** Lavine J. Roan, Principal Contract Analyst  
Darlene Begay, Senior Contract Analyst  
Phone: 928-871-7061  
Fax : 928-871-7079

~ RETURN PROPOSALS CLEARLY MARKED ~

DO NOT OPEN: RFP#21-08-2536LE - Consultation Services Emotional Intelligence Training

**PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:**

All proposals and bids delivery using UPS or Federal Express, must be physically submitted to:

**PHYSICAL ADDRESS:** Navajo Head Start  
SW of US Highway 264 & Indian Route 12, Suite #2A  
Window Rock, Arizona 86515  
ATTN: Lavine J. Roan, Principal Contract Analyst  
Darlene Begay, Senior Contract Analyst

**MAILING ADDRESS:** Navajo Head Start  
P.O. Box 3479  
Window Rock, Arizona 86515  
ATTN: Lavine J. Roan, Principal Contract Analyst  
Darlene Begay, Senior Contract Analyst

## SECTION I

### A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this RFP.

### B. SCOPE OF WORK:

The purpose of this RFP is to solicit proposals from qualified training providers who have the capacity to develop and deliver both e-learning and face-to-face Emotional Intelligence training programs designed to support the skills and knowledge of Navajo Head Start's (NHS) workforce and the development of its employees and teach individuals to recognize their own emotions and those of others, to discern between different feelings and label them appropriately and to use emotional information to guide thinking and behavior, and adjust emotions to adapt to environments.

NHS consists of (80) Head Start centers and five (5) Early Head Start centers. NHS has a Central office and four (4) district offices as follows:

1. Shiprock District – Shiprock, NM
2. Crownpoint District – Crownpoint, NM
3. Ft. Defiance District – Window Rock, AZ
4. Chinle District – Chinle, Az
5. Tuba City District – Tuba City, AZ

The participant learning objectives are to:

- Apply leadership concepts critical for advancing both organizational and personal growth.
- Develop strategies to establish a workplace culture that provides a healthy and productive work environment.
- Build an effective team through core values exploration and innovative thinking.
- Recognize behaviors of a great leader such as adaptive leadership, work life balance, and the courage to lead.
- Develop a leadership network that extends beyond the training event.

The CONSULTANT shall be responsible for the following:

Requested training formats:

1. Synchronous - geographically dispersed registrations accessing a unique link to a specific training event. Instructor will lead training through either conference call phone access or computer audio. Presentations will include access to PowerPoint and other instructional material during live training with

download capability as well as the option to have sessions recorded for later review through system archives. Registrants must have access via audio or real time chat box functions to interact with the instructor and fellow students.

2. Asynchronous - on-demand training registrants can access at any time via a unique link. The proposal should describe training format as facilitated or self-paced and include information outlining how assignments and potential group and instructor interaction will be facilitated.

3. Classroom – Offered in traditional training format, in various locations.

4. E-learning – the use of electronic means to disperse training using electronic technologies such as computer and Internet-based courseware, local and wide area networks.

5. Blended learning - combining face-to-face classroom methods with e-learning activities to form an integrated instructional approach. Deliverables Training delivery formats - the successful vendor must offer workforce professional development training that can provide internet-based synchronous, asynchronous or traditional classroom style format. Training delivery must accommodate a wide variance in hardware/software available within NHS's facilities.

Proposals should also include a description of training materials that will be offered such as pre and post testing options, embedded videos or other multi-media, audio instructions and guided tutorials along with downloadable hard copies. Synchronous descriptions should describe archiving capabilities to create future asynchronous trainings.

#### **THE NATION RESPONSIBILITIES:**

- Navajo Head Start shall be responsible for coordinating and securing the training venues for in-person classroom training; providing beverages, refreshments, and lunch on the day of the training/conference; and covering all costs associated with the venue and refreshments.

#### **RFP Submittal Deadline:**

All RFP's must be received/ mailed / or physically delivered by **August 25, 2021** at 4:00 p.m. Daylight Savings Time (DST) and must be mailed or physically delivered to:

Navajo Head Start  
Attention: NHS Finance Section  
Post Office Box 3479  
Window Rock, Arizona 86515

Courier Service/Delivery to:  
Navajo Head Start  
Attention: NHS Finance Section  
SW Corner of Route 12 &  
Highway 264, Suite #2A  
Window Rock, AZ 86515

## SECTION II

### **The following documents are required and must be submitted:**

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9
3. Licensed, bonded, and current General Liability Insurance.

#### **A. Proposal Format:**

1. Respondent(s) must indicate if they are priority one or two vendor with the Navajo Nation.
2. All proposals must be typewritten 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.
3. An original RFP response and three (3) copies must be provided in sealed envelope.
4. The proposal must be organized and indexed in the following format:
  - a. A letter of Transmittal
  - b. Statement of Qualifications
  - c. Proposal on Contract approach
  - d. Proposed Cost (Sealed in Separate Envelope)
5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
  - a. Provide background on company;
  - b. Identify the name of the person responding to the RFP;
  - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s);
  - d. Identify the names, files, and telephone numbers of person to be contact for clarification;
  - e. Explicitly indicate acceptance of the conditions governing this procurement;
  - f. Be signed by the person responding to the RFP; and
  - g. Acknowledge receipt of any and all amendments to the RFP.
6. The respondent must submit a statement of qualifications to include:
  - a. A resume.
  - b. Number of years of experience working with Navajo Nation government or other government entities.
  - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity, and substance of services provided.
  - d. The respondent must provide a Certificate of Liability Insurance.

7. Respondent must provide proposal on contract approach.
  - a. Provide in detail how they would accomplish the objectives described in the scope of work.
  - b. Provide number of employees in the company/organization.
  - c. Provide Resume & Credentials of each Employee including Certificates, Diploma and/or Degrees.

The respondent will provide a detailed cost for consulting and emotional intelligence training.

- B. **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.
- C. **PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP, and may request a copy of Navajo Nation procurement regulations from the NHS Principal Contract Analyst at any time up to the Deadline for Proposals.
- D. **INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Lavine J. Roan, Principal Contract Analyst / Darlene Begay, Senior Contract Analyst. Only written responses to questions will be considered official. All questions will be directed to Lavine J. Roan and/or Darlene Begay at 928-871-7061 or email: [ljroan@navajo-nsn.gov](mailto:ljroan@navajo-nsn.gov) , [darlenebegay@nndode.org](mailto:darlenebegay@nndode.org). Questions regarding this procurement will be accepted until 5:00 p.m. (DST) **August 23, 2021**.
- E. **AMENDED PROPOSALS:** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- F. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 p.m. (DST) **August 25, 2021**. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. **Late proposals will not be accepted.**
- G. **REJECTION OF PROPOSALS:** NHS reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NHS Assistant Superintendent determines it is in the best interest of the Navajo Nation.
- H. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every

page of the proprietary material must be labeled or identified with the word “proprietary” or “confidential”.

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

**J. INCURRING COSTS:** Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the respondent.

**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 Vendor shall affect such termination or reduction in scope. The NHS Assistant Superintendent’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

**L. EVALUATION PROCEDURES AND SELECTION CRITERIA.**

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NHS. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation Criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NHS Assistant Superintendent may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

- |                             |             |
|-----------------------------|-------------|
| a. Presentation of Response | 1-10 points |
| Completeness                |             |
| Clarity of Presentation     |             |

	Organization of Presentation	
	Understanding NHS Objectives	
b.	Statement of Qualifications	1-20 points
	List of three (3) Client References	
c.	Technical Requirements	1-20 points
	Project description	
	Projected accomplishments	
d.	Project Management	1-20 points
	Project Management Experience	
	Schedule/Project Plan	
	Staffing	
	Related Experience	
	Education - Credentials	
e.	Navajo Nation vendor, Priority 1 or 2	1-10 points
f.	Cost of Service	1-20 points

**Total possible points = 100**

- M. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP.
- N. TAX:** All appropriate taxes should be included in 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.)
- O. SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.

### SECTION III

#### A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this RFP.