

**NAVAJO NATION, DEPARTMENT OF DINE' EDUCATION
Navajo Head Start (NHS)**

RFP RE-BID NO. 23-04-3015KS

Dynamics of Dine Language

PROPOSAL DUE DATE: August 16, 2023

DESCRIPTION: Navajo Head Start
Dynamics of Dine Language

CONTACT PERSON: Lavine J. Roan, Principal Contract Analyst
Phone: 928-871-7061
Fax: 928-871-7866

~ RETURN PROPOSALS CLEARLY MARKED ~

“DO NOT OPEN: RFP RE-BID # 23-04-3015KS - NHS Dynamics of Dine Language

INCLUDE COMPANY NAME AND RETURN ADDRESS ON BID PACKAGE

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

MAILING ADDRESS: Navajo Head Start
P.O. Box 3479
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Principal 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 Request for Proposal (RFP).

Consultant should currently hold a state teaching certification in one of the following:

- Early Childhood Education
- Elementary Education, OR
- Native American Language and Culture Certification (Pre K-12)
- Consultant must show proof they have passed any of their state teaching certification for Department of Dine Education (DODE): Dine Language Navajo Nation Seal of Bilingual Proficiency Assessment, AZ: Native American Language License, and NM: Native American Language and Certificate Culture (Pre K-12)

Term of the Contract will be contingent upon funds availability (See Section K: Sufficient Appropriation).

B. SCOPE OF WORK:

Navajo Head Start (NHS) is accepting proposals to support NHS Head Start Classroom Teachers in their pursuit to teach the dynamics of Dine Language to toddlers and preschoolers. This will be a series of monthly Navajo language workshops focused on speaking, listening, reading, and writing, with an emphasis on listening and speaking. NHS is requesting for the following:

Professional Development Workshops:

During scheduled professional development day, the day will consist of in-person or virtual presentations. The service duration of the professional development workshop will be conducted 1 time a month for 4 hours, from September 2023 to March 2023. Professional development will be on the first Friday of each month.

- The consultant will be working with the Centers on the attached listing.
- The consultant shall teach the fundamentals of conversation, vocabulary, and grammar.
- The consultant will provide focus sessions on the Navajo vowel system (short/long), diagraphs, and segmentation.
- The consultant will introduce vocabulary utilized in simple conversation.
- The consultant shall incorporate Situational Navajo into workshop presentation with a review of language used in specific recurring situations in daily Head Start classrooms outlined for young children (ages 3-5).
- Situational Navajo consists of 16 topics: Bus Route, Entering the Center, Personal Hygiene, Breakfast-Family Style, Breakfast-Buffer Style, Health Check, Morning Circle with Whole Group,

Interest Areas, Story Time, Outdoor Activity-Organized Play, Outdoor Activity- Free Play, Nap Time, Snacks, Closing Activities, Getting Back on the Bus, Going Home, and Safety

Material Preparation:

- The consultant will also be creating written materials for Head Start classroom. Interest area signs, classroom schedule, bus rules, classroom rules, breakfast, lunch and snack menu boards, and simple greeting cards.
- The consultant will be available to transcribe simple sentences on program brochures, flyers, cards, and banners.

RFP Submittal Deadline:

All RFP's must be received/ mailed / or physically delivered by **August 16, 2023, at 5:00 p.m.** 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 Certificate of Liability Insurance.

A. Proposal Format:

- 1. Respondent(s) must indicate (On the Bid Package Envelope) 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 hard report cover (NO BINDERS) 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 a 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 contacted for clarification.
 - e. Explicitly indicate acceptance of the conditions governing this procurement.
 - f. Signed by the person responding to the RFP; and
 - g. Acknowledge receipt of 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 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.
8. Respondent must provide a **DETAILED COST** for the dynamics of Dine Language.

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, Principal Contract Analyst. Only written responses to questions will be considered official. Questions will be directed to Lavine J. Roan at 928-871-7061 or email:

lavineroan@nndode.org. **Questions regarding this procurement will be accepted until 5:00 p.m. on August 15, 2023.**

- 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 5:00 p.m. August 16, 2023.** 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 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 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 because 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. Based on 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 because of a proposal submitted in response to the RFP.
- N.** Contractor shall comply with Federal Awards Guidelines:
- a. §200.330 - Reporting on real property.
 - b. §200-331 – Subrecipient and Contractor determinations.
 - c. §200.338 – Restrictions on public access to records.
- O. COVID-19 MANDATES:**
- Consultant shall comply with Federal requirements on vaccinations and mask mandates.
 - VACCINATION Cards must be readily available when working at any Head Start Center and sites.
- P. TAX:** 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 at the prevailing rate, on gross receipts for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq., as amended from time to time, except that work performed within the To’Nanees’Dizi Local Government (“Tuba City Chapter”) or the Kayenta Township is subject to their respective local sales taxes as amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§150 et seq.
- Q. 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.

Navajo Head Start: Enrollment Report -June 2023

District 1		170	58
Duration		78	58
Seasonal		92	0

District 2		262	71
Duration		115	71
Seasonal		147	0

District 3		338	158
Duration		201	158
Seasonal		137	0

District 4		293	104
Duration		111	104
Seasonal		182	0

District 5		250	109
Duration		122	109
Seasonal		128	0

#	District 1	FE	AE
1	Nageezi	13	0
2	Menahnezad	12	0
3	Newcomb	20	12
4	Red Mesa	15	0
5	Red Valley	10	0
6	San Juan	18	9
7	Sanostee	15	0
8	Shiprock 1	20	20
9	Shiprock 2	20	17
10	Two Grey Hills	12	0
11	Upper Fruitland	15	0

#	District 2	FE	AE
1	Baahaal	20	0
2	Chichiltah	7	0
3	Church Rock 1	15	0
4	Church Rock 2	15	0
5	Crownpoint 1	20	16
6	Crownpoint 2	20	13
7	Little Water	15	0
8	Nahodishgish	15	7
9	Pinedale 1	15	0
10	Pinedale 2	15	0
11	Pueblo Pintado	15	0
12	Red Rock	20	15
13	Smith Lake	18	0
14	Standing Rock	12	0
15	Thoreau	20	10
16	Torreon	20	10

#	District 3	FE	AE
1	Cornfields	14	0
2	Crystal	20	19
3	Ganado	15	0
4	Kin Dah Uch'i'i	20	13
5	Lupton	14	12
6	Nahatadzil	18	17
7	Sawmill	20	20
8	St. Michaels 1	20	20
9	St. Michaels 2	20	18
10	Steamboat 1	15	10
11	Steamboat 2	14	0
12	Tohatchi 1	19	0
13	Tohatchi 2	18	14
14	Tsayatoh	14	0
15	Twin Lakes	17	15
16	Window Rock 1	20	0
17	Window Rock 2	20	0
18	Window Rock 3	20	0
19	Window Rock 4	20	0

#	District 4	FE	AE
1	Blue Gap	14	12
2	Chinle	20	19
3	Chinle Valley	18	0
4	Cottonwood	14	0
5	Del Muerto 1	20	17
6	Del Muerto 2	18	0
7	Low Mountain	14	0
8	Lukachukai 1	20	20
9	Lukachukai 2	20	19
10	Many Farms 1	17	17
11	Many Farms 2	15	0
12	Many Farms 3	15	0
13	Nazlini	14	0
14	Pinon 1	15	0
15	Pinon 2	15	0
16	Rough Rock	10	0
17	Tsaile	20	0
18	Whippoorwill	14	0

#	District 5	FE	AE
1	Cameron	20	20
2	Cowsprings	16	0
3	Dennehotso	16	0
4	Gap	16	0
5	Inscription House	14	0
6	Kayenta 1	18	0
7	Kayenta 2	18	0
8	Kayenta 3	18	0
9	Leupp	12	0
10	Navajo Mountain	12	6
11	Ojato	17	10
12	Rock Point	18	18
13	Shonto	15	15
14	Tonalea	20	20
15	Tuba City	20	20

Early Head Start		FE	AE
1	Shiprock EHS Infant	8	6
2	Shiprock EHS Toddler	9	9

Early Head Start		FE	AE
1	Window Rock EHS Infant	4	4
2	Window Rock EHS Toddler	8	8

Early Head Start		FE	AE
1	Tsaile EHS Toddler	8	8

Totals		FE	AE
Head Start		1313	500
Duration		627	500
Seasonal		686	0
EHS		37	35