

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

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

**Dynamics of Dine Language**

**PROPOSAL DUE DATE:** May 26, 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 # 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 for one (1) year and 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 June 2023 to October 2023. Professional development will be on the first Friday of each month.

- The consultant will be working with eighty (80 Head Start Centers) – See attached list of centers.
- 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 **May 26, 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](mailto:lavineroan@nndode.org). **Questions regarding this procurement will be accepted until 5:00 p.m. on May 24, 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. May 26, 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 and Navajo Nation 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.