

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

**BID NO. 24-03-3278GC**

**NHS Classroom Furniture and School Supplies for Early Head Start - TODDLERS**

**PROPOSAL DUE DATE:** April 12, 2024

**DESCRIPTION:** NHS Classroom Furniture and School Supplies for Early Head Start - TODDLERS

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

**~ RETURN PROPOSALS CLEARLY MARKED ~**

**“DO NOT OPEN: BID NO. 24-03-3278GC**

**NHS Classroom Furniture/School Supplies for Early Head Start - TODDLERS**

**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).

**B. SCOPE OF WORK:**

Navajo Head Start is seeking proposals from qualified firms and vendors to provide Early Head Start Toddler Classroom Furniture and school supplies for ten (10) Head Start centers as follows:

	<b>DISTRICT I - SHIPROCK</b>
	<b>CENTERS</b>
1	Nenahnezad
2	Tohatchi II
	2

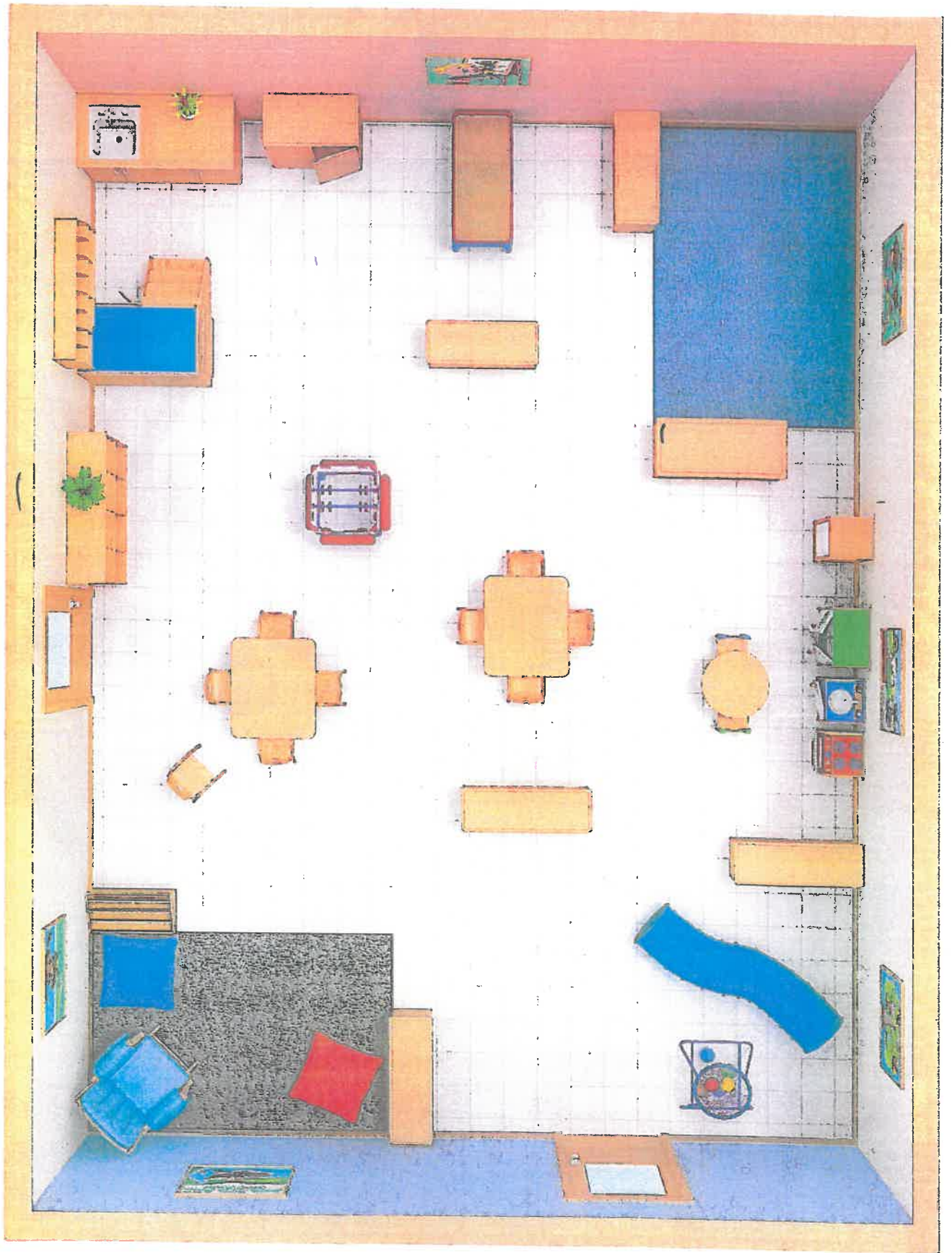
	<b>DISTRICT II - CROWNPOINT</b>
	<b>CENTERS</b>
1	Churchrock
2	Pinedale II
3	Red Rock
4	Nahodishgish
	4

	<b>DISTRICT III - WINDOW ROCK</b>
	<b>CENTER</b>
1	Na'ha'tah Dzil (Rural)
	1

	<b>DISTRICT IV - CHINLE</b>
	<b>CENTERS</b>
1	Chinle
2	Many Farms
3	Tsaile
	3

**TOTAL: 10 Head Start Centers**

**COMPLETE CLASSROOM® FOR  
EARLY HEAD START TODDLERS - AGES 18-36 MONTHS**



Classroom furniture and school supplies listing as follows:

**Early Head Start (TODDLERS)  
Classroom and School Supplies List**

	<b>DESCRIPTION</b>	<b>QUANTITY</b>
1	Blue Rectangular Carpet - 6' x 9'	10 Each
2	First Steps® Manipulative Storage Center	10 Each
3	Toddler Hardware Unit Blocks	10 Each
4	Dishwasher-Safe Plastic Basket - Small - Natural	10 Each
5	Tabletop Hardwood Blocks - Starter Set	10 Each
6	Giant Soft Building Blocks	10 Each
7	ABC Blocks	10 Each
8	Black Soft & Safe Family	10 Each
9	White Soft & Safe Family	10 Each
12	Magnetic Vehicle Set	10 Each
13	Soft & Safe Community Helpers	10 Each
14	Toddler Dress-Up Center	10 Each
15	Toddler Hardwood Kitchen Set	10 Each
16	Toddler-Tough Table & Chairs Set	10 Each
17	Indestructible Play Dishes - Service for 4	10 Each
18	Push-Button Play Phone	10 Each
19	Best-Buy Play Food Assortment	10 Each
20	Soft & Safe Pots & Pans	10 Each
21	Toddler-Safe Food Basket	10 Each
22	First Steps® Double-Duty Storage Center	10 Each
23	Activity Scarves	10 Each
24	Heavy-Duty Rhythm Set	10 Each
25	Heavy-Duty Drums - Set of 4	10 Each
26	Children of the World CD	10 Each
27	Sing-Along Read-Along Classics with CDs	10 Each
28	Singable Songs for the Very Young	10 Each
29	Toddler Tambourines	10 Each
30	Kids in Motion CD	10 Each
40	Classroom CD & Single Cassette Player	10 Each
41	Low 30" x 36" Heavy Duty Rectangular Table	10 Each
42	7 1/2" Heavy-Duty Stacking Chair	10 Each
43	First Steps® Play-Top Storage Center	10 Each
44	Big Knob Learning Puzzle Set	10 Each
45	Big Knob First Puzzle Set	10 Each
46	Simple Shapes Puzzle Board	10 Each
47	Color Rings Sorting Board	10 Each
48	Sort-A-Shape Activity Board	10 Each
49	Color Discovery Boxes	10 Each

50	Shapes Discovery Boxes	10 Each
51	Motor Links	10 Each
52	Slot & Build Texture Shapes	10 Each
53	My First Counting Frame	10 Each
54	Fill & Spill Sorting Tubes	10 Each
55	Easy-Twist Animal Builders	10 Each
56	First Steps® Play-Top Storage Center	10 Each
57	Play Tunnel	10 Each
58	Early Years Ball Toss	10 Each
59	6" Activity Balls - Set of 6	10 Each
60	Feel & Roll Bumpy Balls	10 Each
61	Soft & Washable Sensory Balls	10 Each
62	Toddler-Safe Active Play Kit	10 Each
63	Gray Rectangular Carpet - 6' x 9'	10 Each
64	No-Climb Bookstand	10 Each
65	Giant Comfy Pillow -Red	10 Each
66	Giant Comfy Pillow -Blue	10 Each
67	Classroom-Safe Glider Rocker	10 Each
68	Me & My Family Board Book Library	10 Each
69	Colors & Shapes Board Book Library	10 Each
70	Things That Go Board Book Library	10 Each
71	Best Behavior Board Book Collection	10 Each
72	Multicultural Board Book Collection	10 Each
73	Nursery Rhymes Board Book Library	10 Each
74	First Steps® Locking Supply Cabinet	10 Each
75	Low 30" x 36" Heavy Duty Rectangular Table	10 Each
76	9 1/2" Heavy-Duty Stacking Chair	10 Each
77	Toddler Painting Center for 4	10 Each
78	Heavy-Duty Toddler Vinyl Paint Smock -Blue	10 Each
79	Washable Fingerpaint - 10 Color Set Pints	10 Each
80	Fingerpaint Paper	10 Each
81	Fully Washable Liquid Tempera Paint -	10 Each
82	10-Color Set - Pints	10 Each
83	Natural-Bristle Paintbrushes - 10 Color Set	10 Each
84	No-Spill Paint Cups - 10 - Color Set	10 Each
85	Best-Buy Jumbo - Crayons - 8-Color Box	10 Each
86	Bright Giant Washable Color Ink Pad - Blue	10 Each
87	Bright Giant Washable Color Ink Pad - Green	10 Each
88	Dough - Orange	10 Each
89	Dough - Blue	10 Each
90	Dough - Green	10 Each
91	Lowercase Alphabet Dough Stampers	10 Each
92	Best-Buy School Glue - 4 ounces	10 Each
93	Construction Paper - 9" x 12" - Assorted Colors	10 Each

94	Construction Paper - 12" x 18" - Assorted Colors	10 Each
95	First Steps® Manipulative Storage Center	10 Each
96	Toddler Sand & Water Table	10 Each
97	Heavy-Duty Sand Tools Set	10 Each
98	Mix & Match Waterfalls - Set of 4	10 Each
99	First Steps® Play-Top Storage Center	10 Each
100	Toddler Science Center	10 Each
101	Super-Safe Color Viewers	10 Each
102	Touch & Feel Discovery Books	10 Each
103	Shatterproof Safety Mirrors - Set of 12	10 Each
104	First Steps Cubbies and Coats Storage Center	10 Each
105	Easy-Stack Toddler Cot - Set of 5	10 Each
106	Easy-Stack Toddler Cot Carrier - Each	10 Each
107	Toddler Cot Carrier	10 Each
108	Toddler Cot Sheet - Each	10 Each
109	Super-Soft Fleece Blanket - Each - Green	10 Each
110	Store-It-All Wall Unit	10 Each
111	Step On Up! Toddler Changing Table	10 Each
112	Extra Changing Paper Roll - 18"	10 Each
113	Handy Bags and Dispenser	10 Each
114	13 1/2" Heavy-Duty Stacking Chair	10 Each
115	Backpatter's Seat - Red	10 Each
116	Differing Abilities Poster Pack	10 Each
117	All-Purpose Teacher's Apron	10 Each
118	Infant/Toddler Photo Library	10 Each
119	Hold-A-Ring Walking Rope	10 Each

- Attached is a picture layout of a complete furniture set. Each piece of furniture will have quantity of 10 each for 10 Centers.
- Contractor must deliver and assemble all furniture at each Head Start Center location.
- Contractor must discard all trash without cost to NHS, "EXCEPT" for the old furniture which NHS will retain in its possession.

**RFP Submittal Deadline:**

All Proposals must be received/ mailed / or physically delivered by **April 12, 2024 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 (Attached)
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** by item.

- 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 April 10, 2024.**
- 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. April 12, 2024. 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 Director of Educational Services 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         | 1-20 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. 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. 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.
- P. 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 NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and**  
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Name of individual signing on Applicant's behalf (print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date