

**THE NAVAJO NATION DEPARTMENT OF DINE' EDUCATION REQUEST FOR
PROPOSALS (RFP) Bid no 26-03-4049SB
TECHNICAL ASSISTANCE IN DIGITALIZATION OF THE
DINÉ LANGUAGE AND CULTURE ASSESSMENT, CURRICULUM,
AND INSTRUCTION**

DUE: WEDNESDAY, MARCH 11, 2026 by 5:00 P.M

Title: Technical Assistance in Digitalization of Diné Language and Culture Assessment, Curriculum, and Instruction

About the Office of Dine School Improvement

The Office of Diné School Improvement is issuing this Request for Proposal (RFP) to seek a qualified digital learning experience designer to design and implement a Digital Assessment for Diné Language and Culture and an educational Hub to support school teachers, administrators, students, and staff from the Navajo Nation Department of Diné Education on the Navajo Nation.

The Office of Diné School Improvement is an education program under the Navajo Nation Department of Diné Education. Its primary responsibility is to work with tribally controlled schools on the Navajo Nation on school improvement initiatives across all academic areas, including Language Arts, Mathematics, Science, Social Studies, and Diné Language and Culture, for K-12 schools.

Background and Purpose:

The Office of Diné School Improvement staff delivers technical assistance in school improvement initiatives using the Using Data Process tools. Additionally, the ODSI staff have been instrumental in supporting the Department of Diné Education in implementing the Diné School Accountability Plan (DSAP).

As part of the DSAP implementation, the Office of Diné School Improvement staff seeks to improve how Diné language and culture assessments are administered to students, raising significant concerns about the validity and reliability of these assessments. Furthermore, there is a need to create an educational Hub where culturally relevant curricula are stored for teachers to use, culturally sustaining pedagogy is shared, and other educational resources are shared.

In this RFP, ODSI staff's priority is to develop a digital platform for Diné Language and Culture Assessments.

Primary Goals:

- Create customized software that enables online tests to be created and used by students; furthermore, scores are captured, input, test scores are calculated, reports are generated, and with role-based permissions.
- Access to software should have entry points for teachers, school admins, and DODE staff.

- Create the User interface and User Experience as top priorities, closely following WCAG standards.
- Create a custom-built software that is not contingent on a 3rd party subscription outside of the NTUA cloud system.
- House all data on NTUA cloud services; other cloud solutions off the Navajo Nation will not be accepted.

Secondary Goal:

- Software should be able to house documents and media (e.g., JPEG, PNG, PDF, MOV, MP4, audio, and other file types)
- Users should be able to upload and share documents and media based on role-based permission sharing.

Scope of Work

The selected vendor should deliver software that is fully functional and includes automations that improve the current exam testing and score collection process. They should be able to work with NTUA to set up backend servers and databases, and manage the UX/UI design experience and implementation. The timeline is currently TBD, likely from 1-2 years.

The following phases are expected for the project:

- A. Discovery + Planning
 - a. The vendor should be able to lead the client through planning based on existing practice and provide recommendations and improvements.
- B. Design
 - a. The vendor should be able to provide design mockups using tools such as Figma or others to support the build.
 - b. They should be comfortable with UX/UI and accessibility principles.
- C. Minimum Viable Product (MVP) set up.
 - a. The vendor should be able to work with NUTA to set up the database and cloud infrastructure.
 - b. The vendor should be able to share the staging area so the client can see the design implementation in its early stages.
- D. Implementation
 - a. The vendor should be able to access and use both the staging and live environments.
 - b. The client should be able to suggest improvements that are within scope.
- E. Testing/Training/modifications
 - a. The vendor should be able to start a testing session with the client’s identified test groups (like teacher and school staff demographics).

- b. The vendor should be able to train new users and make modifications to address any bugs or QA-identified issues.
- F. Launch
 - a. The vendor should be able to launch the product for full use.
- G. Documentation and handoff.
 - a. The vendor should have documentation and any repository information available to transfer to the Navajo Nation Department of Diné Education (NN DODE) as needed.
- H. Discussion for future maintenance
 - a. Based on the build, the vendor should be open to future modifications or maintenance needed. This will require a separate contract due to unknown build factors and NN DODE's use.

Proposal Structure

Respondents should include the information requested in the following sections.

Proposals are due by:

Closing Date: Wednesday, March 11, 2026, at 5:00 pm (MST)

Bid Opening: Friday, March 13, 2026 at 9:00 a.m.

Information: For further information, please contact Dorthea Litson

Email: dorthealitson@nndode.org

TELEPHONE: (928) 871-7452

Submit to: Mail or Delivery only (no electronic, must be sealed), and please mark clearly “PROPOSAL FOR TECHNICAL ASSISTANCE IN DIGITALIZATION OF DINÉ LANGUAGE AND CULTURE ASSESSMENT, CURRICULUM, AND INSTRUCTION.”

Mail Address: Office of Diné Education
Department of Diné Education
(Attn: Shayla Yellowhair and Dorthea Litson)
PO Box 670
Window Rock, AZ 86515

Physical Address: 2526 Morgan Boulevard

ODSI/ Navajo Telecommunications & Utilities
Window Rock, AZ 86515

Section 1: NBOA priority status (if applicable)

Instructions to offerors to visibly mark on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as a Certified Business under the Navajo Nation Business Opportunity Act.

Section 2: Business Information Proposals should include the following:

- Name/Company Name
- Mailing Address
- Company location (if different than mailing address)
- Phone Number
- Email Address
- Website, if applicable

Section 3: Narrative Response

1) Service Delivery Methods. Proposals should include:

- An overview of the design process and /or philosophy.
- Require time from the Office of Diné School Improvement (ODSI) and the Office of Standard, Curriculum, and Assessment Development (OSCAD) staff for planning, design, and feedback sessions.
- Project management, design approach, and communication
- Timeline of milestones and deliverables
- Methods for tracking progress and addressing issues

2) Names and qualifications of personnel performing the work. Proposals should include:

- Any experience designing for education
- Experience organizing complex content into accessible user interfaces
- Comfort with complex information architecture
- Experience working with rural or indigenous communities preferred

3) Cultural Competence. Respondents should describe:

- Their approach to developing digital content is respectful of the Navajo culture and community norms.

Section 4: Pricing Proposal

The anticipated budget for this project is up to approximately \$200,000. Respondents should provide a costed proposal with payment based on the following desired deliverables:

- Deliverable 1: Built page(s) with possible framework (as communicated with ODSI and OSCAD staff).
 - Deliverable 2: Visual design (up to two rounds of revisions)
 - Deliverable 3: Built page(s)
 - Deliverable 4: Documentation or handoff notes (as needed)
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Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Proposed approach and methodology - 35%
- Relevant experience and qualification - 25%
- Capacity, coordination, and reporting - 20%
- Cost and value - 20 %

Navajo Nation Preference and Compliance Requirements:

This procurement is subject to the Navajo Business Opportunity Act (NBOA). Preference will be given to firms or individuals with Priority 1 or Priority 2 certification under the NBOA. Respondents with NBOA priority status must include documentation with their proposal. (see instruction under proposal structure).

Terms and Conditions:

The Office of Diné School Improvement reserves the right to reject any proposals and to waive minor irregularities in any proposals.

Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded the Navajo Nation, including, but not limited to, sovereign immunity or official immunity, and it expressly agrees that the Navajo Nation retains such privileges.

The Navajo Nation is a sovereign government, and all contracts entered into because of the RFP shall comply with the Navajo Nation law, rules, and regulations, including the Navajo Preference in Employment Act and applicable federal rules and regulations.

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <hr/> <p>2 Business name/disregarded entity name, if different from above.</p> <hr/> <p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) _____</p> <p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p>(Applies to accounts maintained outside the United States.)</p>
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**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