

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

REBID NO. 26-08-4263SB

NHS Health & Safety Work Session to Support Early Childhood

PROPOSAL DUE DATE: **October 16, 2026**

DESCRIPTION: Navajo Head Start
NHS Health & Safety Work session to Support Early Child
Hood

CONTACT PERSON: Lavina Willie-Nez, Senior Contract Analyst
Phone: 928-357-6732

~ RETURN PROPOSALS CLEARLY MARKED ~

DO NOT OPEN: BID NO. - NHS Health & Safety Work Session to Support Early Child Hood

INCLUDE COMPANY NAME AND RETURN ADDRESS ON BID PACKAGE

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

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

PHYSICAL ADDRESS: Navajo Head Start
47552 Hwy 265 Suite H
Window Rock, Arizona 86515
ATTN: Lavina Willie-Nez, Senior Contract Analyst

MAILING ADDRESS: Navajo Head Start
P.O. Box 3479
Window Rock, Arizona 86515
ATTN: Lavina Willie-Nez, 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. Respondents should also provide technical information about the delivery of services required in this Request for Proposal (RFP).

B. SCOPE OF WORK:

Navajo Head Start (NHS) is requesting proposals from qualified vendors to accommodate and provide lodging, meals, audio-visual and facility usage for the 2026 NHS Health & Safety work session to support early childhood for **220 staff**.

CONFERENCE DATES: December 16-18, 2026

The respondent will need to provide a “**detailed**” breakdown by **costs, category and grand total for all services for the following:**

1. **MEETING ROOMS:**

- **Six (6) meeting rooms** to accommodate up to 30 staff in each room are as follows:
 - 6 rooms – Breakout sessions

2. **BALLROOM:**

- One (1) large ballroom to accommodate 220 staff for General Sessions with podium and Stage.

3. **ADDITIONAL MEETING ROOM:**

- One (1) meeting room space to be available from 8:00 a.m. – 9:00 p.m. each day for NHS Executive Leadership Team meetings.

4. **INTERNET/IT EQUIPMENT:**

- **Zoom Capabilities** the duration of the Conference.
- Provide audio visual equipment in each break-out session meeting rooms.
- Provide audio/visual equipment for the INTERNET, PowerPoint presentations, PowerPoint Pointer, cordless microphone with speakers, projector screens and extension cords.
- Hotel IT Technician(s) will be required to be available and onsite the duration of the event for assistance as needed.
- Podium, microphone and other IT equipment as needed for the General Sessions in the ballroom.

- Two (2) projector screens in the ballroom to enable all attendees to see presentations.

5. REGISTRATION EQUIPMENT:

- Four (4) tables with eight (8) chairs for registration at the duration of the conference.

6. LODGING:

Block 220 Rooms for two (2) nights as follows:

Date	Day	# of Rooms
12/16/26	Wednesday	220
12/17/26	Thursday	220

- SINGLE ROOMS *(can be determined in accordance with single rooms availability)*
- DOUBLE ROOMS *(Can be determined in accordance with Double rooms availability)*

7. CATERING SERVICES:

Date	Day	Breakfast	Lunch	Snacks 3:00 pm	Dinner
12/16/26	Wednesday	0	220	220	220
12/17/26	Thursday	220	220	220	220
12/18/26	Friday	220	220		

MEALS PROVIDED SHOULD STAY WITHIN THE 2026 GOVERNMENT PER DIEM AND FEDERAL REGULATIONS.

8. FUNDS AVAILABILITY:

- Contract will be contingent upon funds availability (See Section K: Sufficient Appropriation) **RFP Submittal Deadline:**

All RFP's must be received/ mailed / or physically delivered on or before **October 16, 2026, 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
47552 Hwy 264 Suite H
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 vendors 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. Qualifications Statement
 - 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 people 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.

7. Respondent must provide proposal on contract approach.
 - a. Provide in detail how vendor would accomplish the objectives described in the scope of work.

8. Respondents must provide a DETAILED COST and GRAND TOTAL CONTRACT AMOUNT for all services for this RFP.

- B. **REJECTION OF PROPOSALS:** The Navajo Nation reserves the right to waive any informality 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 Senior Contract Analyst at any time up to the Deadline for Proposals.
- D. **INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Lavina Willie-Ne, Senior Contract Analyst, Senior Contract Analyst. Only written responses to questions will be considered official. Questions will be directed to Lavina Willie-Ne at 928-871-7061 or email: lavinawillienez@nndode.org. **Questions regarding this procurement will be accepted until 5:00 p.m. on October 9, 2026.**
- 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 October 16, 2026, at 5:00 p.m.** 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 | 1-20 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. Respondents should also provide technical information about the delivery of services required in this RFP.