

NAVAJO UNITED WAY, INC.
REQUEST FOR QUALIFICATIONS (RFQ)
SUMMER LANGUAGE LEARNING CONSULTATION AND FACILITATION
SERVICES

WINDOW ROCK, ARIZONA

DUE: February 24, 2023 4:00 P.M.

The Navajo United Way (here after referred to as NUW) invites interested individuals/organizations to submit Statement of Qualifications for Summer Language Learning Consultation and Facilitation Services in Window Rock, Arizona. This service shall entail planning, coordination, facilitation, and reporting of summer language learning activities for students ages 10 to 15 years old. This contract shall begin March 13, 2023 through July 13, 2023 for a period of no more than four (4) calendar months.

The intent of this request is to provide summer language learning services to students ages 10 to 15 years old at the Navajo United Way office in the Window Rock, Arizona area.

REQUEST FOR PROPOSALS

DUE: February 24, 2023 4:00 P.M.

The Navajo United Way will accept sealed proposals from qualified individuals/organizations to provide summer language learning consultation and facilitation services for students ages 10 to 15 years old in Window Rock, Arizona. RFQ deliverables shall include consultant's accreditation and experience. The award of the contract shall be determined by the NUW.

Responses to this RFQ shall be submitted to Navajo United Way at the date and time noted above. All proposals must be clearly marked **RFQ – SUMMER LANGUAGE LEARNING CONSULTATION AND FACILITATION SERVICES**. No verbal, telephonic, emailed, or faxed responses, corrections, deletions, or additions to any response shall be accepted and considered. The NUW reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or considered.

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this RFQ is contingent upon the availability of funds to the NUW for this project. If funds are not available, any agreement resulting from this RFQ shall become void and of no force and effect. NUW reserves the right to negotiate the overall contract price based on the availability of funds.

2. AGREEMENT

The NUW, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed fee and period. The NUW reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period.

3. CANCELLATION OF AGREEMENT

The NUW reserves the right to cancel any contract/agreement, at any time, with thirty (30) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the NUW for continuance of this agreement.
- The NUW, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

4. AWARDING THE SERVICES

The services shall be awarded to the respondent/consultant whose qualifications are deemed to best provide the services desired, considering the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

5. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals must be submitted in writing to the following (faxed or emailed questions are acceptable):

Navajo United Way, Inc.
Post Office Box 309
Window Rock, Arizona 86515
Attn.: Dr. Laura M. Mike, Executive Director
Fax: 928-871-6663
Email: nuwdirector@gmail.com

To ensure consistent interpretation of certain items, answers to questions the NUW deems to be in the interest of all will be made available to all other respondents.

6. PROPOSAL SUBMISSION – AMENDED

Three (3) original and complete sets of the proposals along with a sample of work are to be submitted to the NUW no later than **February 24, 2023 at 4:00 P.M.** clearly labeled as follows: **RFP – SUMMER LANGUAGE LEARNING CONSULTATION AND FACILITATION SERVICES** and shall be addressed and mailed or hand delivered to:

Navajo United Way

Post Office Box 309
Window Rock, Arizona 86515
Attn.: Dr. Laura M. Mike, Executive Director

7. SCOPE OF SERVICES

The scope of work will include planning and coordinating the summer language learning project, recruiting youth participants, developing the curriculum, and facilitating the summer language learning services. This shall also include the following:

- Outlining the language learning curriculum appropriate for participants ages 10 to 15 years of age.
- Take lead in identifying, recruiting, and selecting youth participants, and ensuring all registration information is prepared and completed.
- Ensuring all supplies, materials, and equipment needed to execute the project are purchased, received, and prepared for each participant.
- Facilitating the language learning project by teaching youth participants terms, phrases, subjects, and concepts of the Navajo language and/or culture.
- Incorporating appropriate cultural lessons and activities into the language learning sessions.
- Monitoring youth participants in their learning and helping them to improve in their language learning abilities.
- Document pertinent information, including data, accomplishments, problem areas, questions, and other information for reporting purposes.
- Apply various methods of teaching to engage participants and keep their learning abilities stimulated.
- Assist with the final reporting of the project deliverables to the grantor/funding agency.

8. QUALIFICATION REQUIREMENTS AND FORMAT

The following material is to be included in all responses and received by the date and time noted above for any respondent to be considered:

- a. Title Page for RFQ – SUMMER LANGUAGE LEARNING CONSULTATION AND FACILITATION SERVICES.
- b. Respondent's name, contact information and date of response.

- c. Table of Contents
- d. Information described in the following:

Technical Proposal Section

Section I: Profile

This section should state the individual(s) who will provide consultation and facilitation services, relevant experience, and summary of the individual(s) knowledge of Navajo language and culture.

Section II: Experience

The response should include details of experience with consultation and/or facilitation, teaching for students ages 10 to 15 years old. In addition, interested individual(s) must be fluent and knowledgeable in the Navajo language and culture.

Section III: References

Include a list of references and contact information in the response. This list should include names and telephone numbers of employers, colleagues, professors, or others who are familiar with the respondent(s)' knowledge and experience in performing consultation, facilitation, and/or teaching.

Section IV: Specific Approach, Sample Reports and Management Plan

Provide details regarding your approach to completing all consultation and facilitation services. Include a plan with qualifications of the individual(s), if any, you propose for this project along with resumes of the key personnel who would be assigned to this project as well as any consultants, educators, teachers, presenters, mentors to be used.

Section V: Budget & Cost Breakdown Information

Include a detailed cost proposal broken down by cost of consultation and facilitation services, and cost of materials with a grand overall total.

Section VI: Additional Information

Include in this section any additional information you wish to provide to the NUW relevant to the analysis.

Please be advised the person(s) signing a formal response must be authorized to contractually bind the entity regarding prices and related contractual obligations for the delivery terms.

Section VII: Required Documents

1. Employee Certification and Degrees
 - High School Diploma
 - Field Related Degrees and/or Certifications (if any)
 - State Contractors Licensure or Certification (if any)
 - Safety Certification (if any)
2. Comprehensive Scope of Work
3. Proposed Cost Estimate/Budget
4. Federal IRS W-9 Form

9. INTERVIEW AND SELECTION PROCESS

The NUW shall select the successful respondent to provide the requested services. Respondents submitting the most responsive proposals may be invited to an interview with the NUW. During that process those entities shall be requested to present all costs and rates associated with their proposed consulting and facilitation services.

Should the NUW elect to purchase the consultant services detailed in this request it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the NUW. Responses to this RFQ will be reviewed against the criteria contained herein, and award of the contract/agreement shall be made in accordance with standard NUW purchasing procedures.

The NUW reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFQ. The NUW further reserves the right to select based on an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFQ; and to negotiate a contract/agreement with the Consultant.

10. ANTICIPATED TIME-LINE

February 24, 2023	Proposals Due by 4:00 PM
March 10, 2023	Selection of Consultant and Facilitator
March 13, 2023	Contract Begins
June 5 – 30, 2023	Project Facilitation
July 13, 2023	Final Report Due/Contract Ends