

Navajo Nation Division for Children and Family Services  
REQUEST FOR BID  
BID NO. **25-08-3816SB**  
**Addendum #1**

Proposals and Bids Due: **August 26, 2025 (Revised)**

Description: Youth Leadership Event

Contact Person: Marlinda Littleman, Senior Programs/Projects Specialist

Phone: 928.871.6829/6851

Email: [mlittleman@ndcfs.org](mailto:mlittleman@ndcfs.org)

Proposal and Bids may be electronically mailed to: [mlittleman@ndcfs.org](mailto:mlittleman@ndcfs.org)

Bids using FedEx, UPS, postal mail, or personal delivery must be submitted to:

Physical Address: Navajo Division for Children and Family Services  
2296 Administration Bldg. #2  
Window Rock, AZ 86515  
Attn: Marlinda Littleman, SPPS

Mailing Address: Navajo Division for Children and Family Services  
PO Box 4590  
Window Rock, AZ 86515  
Attn: Marlinda Littleman, SPPS

1. Schedule of Activities and Timelines:

<b>Schedule of Activities</b>	<b>Timelines</b>
Begin advertising the <i>Request for Proposal</i>	August 7, 2025
Due Date to submit Proposal	<b><u>August 26, 2025 (Revised)</u></b>
Proposal and Cost Review	Week of August 25, 2025 (Revised)
Award Project	Week of September 1, 2025 (Revised)
Begin Contract or Payment Process	Week of September 1, 2025 (Revised)
Contract Executed or Purchase Order in Place	September 26, 2025

2. Respondent Requirements

- a. All respondents must have, at a minimum, the capabilities listed herein to perform the duties and responsibilities of the Scope of Work. Bids must reflect in detail the inclusion of these services and additional forms required. Respondents should also provide any technical information about the delivery of services required in the Request for Proposal (RFP).
  - b. Vendors must demonstrate years of experience and a description of Hotel Hospitality Management and Event Management and may include credentials, including but not limited to licensures and certifications. All work performed must comply with required laws, safety codes and regulations.
  - c. Vendors must have the ability to engage with a planning committee to finalize all event plans.
  - d. This project is based on cost-reimbursement and therefore, vendors must demonstrate financial stability and have a process to submit all required documentation for the processing of reimbursement claims.
3. Proposal Format (Revised)
- a. Appearance of the proposal must be professional and presentable.
  - b. Not more than 20 pages, one-sided.
  - c. Letter of Interest must be included.
4. Addendum
- a. Any Addendum to this RFP will be submitted in writing to vendors who inquired about the RFP; and it will be posted on the Navajo Nation Office of the Controller's website and also on the Navajo Division for Children and Family Services' website.
5. Scope of Work (Revised)
- a. The Navajo Division for Children and Family Services is requesting proposal and cost from qualified vendors to host a Youth Leadership Event. The event will include the following:
    - i. Three-day event to be hosted in September, October, or November 2025 (Preferably Sunday, Monday, and Tuesday).
    - ii. Number of Participants:
      - 1. 50 School Age Children
      - 2. 10 Facilitators
      - 3. 10 Administrators
      - 4. 10 Presenters
    - iii. Meeting Space
      - 1. One General Session Room
      - 2. Tables and Chairs – Enough room for Team Building Exercise

3. AV Equipment – Screen, Projector, and Wireless Microphone
- iv. Meals and Snacks – See attached Proposal
- v. Number of Hotel Rooms
  1. Day One – 60 Rooms
  2. Day Two – 60 Rooms
- vi. Proposed Agenda – See attached Proposal
- b. Vendors must have ability to coordinate with the Coordinator and Planning Committee on cost, logistics, and accommodate
- c. Vendors must comply with 2 CFR 200 Procurement Standards in identifying qualified, licensed contractors to provide minor home repair services.
6. Funds Availability
  - a. The contract will be contingent upon availability of funds.
  - b. Vendors must have financial policies and procedures in compliance with Generally Accepted Accounting Principles.

All RFPs must be received by the NDCFS on or before **August 26, 2025**, at 3:00 PM (MST).

The following documents are required and must be submitted:

1. Navajo Nation Certification regarding Debarment and Suspension
2. W-9 Form Request for Taxpayer Identification Number and Certification
3. Licensed, bonded, and current Certificate of Liability Insurance
4. Curriculum Vitae or Resume outlining previous projects and work experience.

Bids Format:

1. Bids must include all cost pursuant to the Scope of work, including all applicable fees, taxes, etc.
2. Detailed Cost and Grand Total for all services for this RFP.

Attachments:

- Proposal
- W-9
- Debarment and Suspension

**Attachment 1**  
**Proposal**  
**Youth Leadership Event**

**Purpose:**

The purpose of the event is to teach youth about:

- What is Leadership?
- Cultural teaching about being a leader.
- Violence Prevention and Strategies
- How to become an effective leader in the school or community.

**Proposed Dates:**

Dates available in September, October, and December 2025. Preferably Sunday to Tuesday.

**Number of Participants: (Revised)**

50 School Age Children

10 Facilitators

10 Administrators

10 Presenters

Total = 80

**Meeting Space (Revised)**

One General Session Meeting Room

Tables with Chairs – Enough Room for Team Building Exercises

AV Equipment: Screen, Projector, and Wireless Microphone

**Meals and Snacks (Revised)**

Sunday evening dinner:

Classic Chicken Marsala over Cheesy Bucatini noodle with Zucchini and New York Cheesecake

Monday:

Breakfast – Nor'Easter

Snack – Bagels

Lunch – BBQ from the Sandwich Bar

Snack – Chips and Salsa

Dinner – Plated Entrée – Crispy Root Beer Braised Pork Belly w/ white cheddar mac n cheese and steamed asparagus w/ strawberry shortcake

Tuesday:

Breakfast – Southern hospitality

Snack – Sliced fruit

Lunch – Brooke's Burgers

Snack – Raspberry Cheesecake bites and mud pie bites

Drink Menu for all three days:

- Ice Tea, lemonade, orange juice, apple juice and perhaps soda for lunch only on both days.

**Hotel Rooms: (Revised)**

Day One (Sunday):

60 Rooms

Day Two (Monday):

60 Rooms

Day Three (Tuesday):

60 Rooms

**Proposed Agenda: (Revised)**

**Day One (Sunday):**

2:00 p.m. Registration and Hotel Check-In  
5:00 p.m. Dinner  
5:30 p.m. Welcome Ceremony  
7:00 p.m. End of Session

**Day Two (Monday):**

8:00 a.m. General Session  
12:00 p.m. Lunch  
1:00 p.m. General Session  
5:00 p.m. End of Day Two

**Day Three (Tuesday):**

8:00 a.m. General Session  
12:00 p.m. Lunch  
1:00 p.m. General Session  
3:00 p.m. End of Event