

Request for Proposals  
The Department of Diné Education (DODE)

Purpose of RFP: The Department of Diné Education is executing a P.L. 93-638 contract and requires an aligned documentary and radio forum. The timeframe for work will begin immediately and end by the conclusion of the 2017/2018 school year. The DODE is seeking an experienced and effective communication company or individual to assist in the development and implementation a short documentary and radio forum. The company or individual should have knowledge of educational systems on the Navajo Nation, especially for the Bureau of Indian Education, and the Navajo Nation's Title 10, 2, 11. The company or individual must have a strong understanding of the P.L. 93-638 process both at the federal and Navajo level. The selected company shall comply with all applicable laws, rules and regulations of the Navajo Nation Business Opportunity Act, N.N.C. title 5, Chapter 2, Section 210 et. seq., where applicable.

Deliverables

- Plan to fulfill communication plan
- Video – DODE Documentary of programs, past and future
- Radio Forum

Objective

1. Coordinate and consult with the DODE
2. Assigned individual or company meet targets and objectives defined by the scope of work

Capacity and Expertise: Individual or company should have strong background in project management, scheduling and budgeting. They must use media analytics and analysis to identify strengths and weaknesses and modify to enhance the goals of the project. They must have strong written communication skills for scripting, tagging media, developing market-specific print media. They must have strong verbal communication with ability to translate English to Navajo, and Navajo to English. They must demonstrate expertise and ability to coordinate film production from development, preproduction, production, post production and distribution and marketing. Skills should include music production, video editing, lighting, still photography, motion graphics/2D animation, Mastery and skill in photography, videography, editing, storyboarding, duplication of video expendables, duplication costs, printing, publishing costs, webpage content.

Request for Proposals packet should be in a sealed envelope that contains a scope of work with clear objectives and timelines, general liability insurance, at least three references, budget, and sample of work. The RFP will be scored based on scope of work, qualifications and expertise, leadership and communication, cost, fees, expenses, and references.

The DODE complies with the Navajo Preference in Employment Act.

**Deadline: September 1, 2017, 5 p.m. (MST)**

Address to:

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The Department of Diné Education

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