

DEPARTMENT OF DINÉ EDUCATION
Office of Special Education and Rehabilitation Services (OSERS)

The Department of Diné Education, OSERS is requesting public, private professional organizations, and individually licensed professionals with relevant experience to submit applications to provide a database management system to track vocational rehabilitation services. These data must include but is not limited to: (a) individual information (e.g., demographics and education), (b) case-specific information (e.g., disability diagnoses, case-related dates, closure type and reason, counselor, and agency office), (c) information for each purchased service (including details on type and amount paid), and (d) comparable information on services provided. Applicants will work with identified staff to determine all data elements to be collected and required reports to support development of the data system.

The Navajo Nation shall provide preference to Navajo Nation owned and Indian owned proposers in accord with the Navajo Business Opportunity Act.

Applicants may submit qualifications of organization and staff including resumes/biographical sketches, proposed fees, proposed deliverables and timeline to the OSERS office at danielhaven@nndode.org. Questions can be directed to Daniel Haven, Administrative Service Officer at (928) 871-7489.

I. GENERAL INFORMATION

A. Introduction

The Department of Dine' Education, Office of Special Education and Rehabilitation Services (OSERS) is requesting proposals in the following priority areas:

Data base management system to track adult vocational rehabilitation services.

Procedure for Submission

E-Mail proposals to:

Daniel Haven, Administrative Services Officer

Department of Dine' Education

Office of Special Education and Rehabilitation Services

danielhaven@nndode.org

All proposals must be received by no later than 5:00 p.m. on Friday, July 2, 2021. No faxed copies of the proposals will be accepted. The Proposers bear the sole responsibility for ensuring that their proposals are received by the deadline. Incomplete and late proposals will not be considered. The contents of the proposals will be the only material considered in determination of a grant award. No revisions of the proposals content will be allowed following the deadline for submission of proposals except if requested by the Navajo Nation in the final negotiation of a grant award.

The Proposer must submit one (1) emailed copy by the **Friday, July 9, 2021** deadline. The person authorized to legally bind the proposer must sign the proposals.

Questions Regarding the RFP

Questions regarding the RFP may be directed to Daniel Haven at danielhaven@nndode.org / (928) 871-6338

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1) Description of the firm/institution and its qualifications: Describe the qualifications of the agency submitting the application. Describe the specific qualifications of key staff who will be working on the grant and attach resumes as appendices. Describe other similar projects that the agency has successfully completed which has a similar scope of work.

2) Proposed Approach, Timeline and Outputs. Describe the data management system development approach, the proposed software, and the approach for designing, delivering, and supporting custom reporting. Include a plan to develop a system that collects (a) individual information (e.g., demographics and education), (b) case-specific information (e.g., disability diagnoses, case-related dates, closure type and reason, counselor, and agency office), (c) information for each purchased service (including details on type and amount paid), and (d) comparable information on services provided. Describe how the offer will work identified program staff to determine all data elements to be collected and required reports to support development of the data system. Provide a timeline for data management system development and deployment.

3) Pricing Proposal: Provide a cost proposal. No indirect costs can be charged to this grant. 6% Navajo Nation sales tax can be charged for work conducted within the Navajo Nation boundaries.