

REQUEST FOR PROPOSAL

NAVAJO NATION DEPARTMENT OF HEALTH Navajo Epidemiology Center RFP# 18-04-1812VJ

Training and Technical Support Services for Community Wellness Toolkit

Training and Technical Support Services for Community Wellness Toolkit Good Health & Wellness in Indian Country Initiative, Funded by the Centers for Disease Control & Prevention (CDC)

PROGRAM SUMMARY AND OVERVIEW

The Navajo Epidemiology Center, under the Navajo Department of Health, is currently a recipient of funding through a cooperative agreement known as Good Health and Wellness in Indian Country (GHWIC). This funding is made available through the Centers for Disease Control and Prevention (CDC). Under GHWIC, the Navajo Epidemiology Center (NEC) engages in activities with local communities to prevent heart disease, prevent and manage type 2 diabetes, and increase access to healthy foods, including traditional foods. NEC will work with tribal communities to provide education and awareness about the health effects of commercial tobacco, increase opportunities and access to physical activity, increase access to healthy foods and beverages, with a focus on traditional foods, and ensure that cultural values serve as the foundation for awareness and implementation. Currently, the Navajo population experiences a high rate of chronic illness associated with sedentary lifestyles and poor nutrition leading to high rates of obesity, type 2 diabetes, end-stage renal disease, and other chronic conditions. Improving the health of the Navajo Nation requires a holistic strategy that addresses the social and cultural contexts that affect total health and wellbeing.

The contractor/consultant's proposal shall respond to the Scope of Work identified in the RFP.

The terms of the contract shall begin April 30, 2018 and end December 31, 2019 dependent on successful consultant performance. This contract will be a multi-year contract contingent upon funding availability.

Submittal Deadline:

Proposal(s) must be received by **Tuesday, April 24, 2018 at 5:00 pm DST**

All parties responding to this Bid # **18-04-1812VJ** are instructed to submit or send four (4) proposals (1 original and 3 copies) to the following address:

Physical Address: Navajo Department of Health
(Courier Service/ Navajo Epidemiology Center
Deliver to) Attention: Ramona Antone Nez, Senior Epidemiologist
Administration Building Number 2
Window Rock Boulevard
Window Rock, AZ 86515

Mailing Address: Navajo Department of Health
Navajo Epidemiology Center
Attention: Ramona Antone Nez, Senior Epidemiologist
PO Box 1390
Window Rock, AZ 86515

Addendum to RFP

In the event it becomes necessary to revise any part of the RFP, the NEC will issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.

Inquiries Regarding this RFP

Questions regarding this RFP should be submitted in writing (email, facsimile, regular mail) to the Senior Epidemiologist of the Navajo Epidemiology Center at Ramona.Nez@nndoh.org or at facsimile number 928-871-6255. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial and may not receive a response.

Questions regarding this procurement will be accepted until Thursday, April 19, 2018.

Rejection of Proposals

The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals, whenever such rejection is deemed in the best interest of the Navajo Nation.

CONTRACTOR/CONSULTANT SCOPE OF WORK

Goal:

The overall goal is to collaborate and coordinate the GHWIC efforts of NEC to work with the Navajo Chapters/communities to provide education and awareness about the health effects of commercial tobacco, increase opportunities and access to physical activity, increase access to healthy foods and beverages, with a focus on traditional foods, and ensure that cultural values serve as the foundation for awareness and implementation.

1. GHWIC Toolkit Review

In collaboration with the Navajo Epidemiology Center (NEC), the Contractor will conduct a high-level review of the GHWIC Toolkit. The GHWIC Toolkit will be available as a resource to Chapter communities as they engage in the development and implementation of their respective community wellness plans, as required under the 2014 enacted Healthy Diné Nation Act (HDNA). The Consultant will review the Toolkit content, components, and framework and make recommendations to meet the needs of the community. The Consultant will participate in regular planning and design meetings with NEC staff and partners to review and contribute to Community Wellness Planning Toolkit.

2. TRAIN THE TRAINER STAFF TRAINING

The Contractor will provide staff with the tools and resources for effective facilitation skills and an overview of the four directions of Wellness. This train the trainer format will ensure that NEC staff are provided with the skills, knowledge, and expertise as they prepare for training workshops to Chapter constituents regarding the GHWIC Toolkit. The Contractor will provide foundational skills that emphasize participatory group processes. Participatory processes actively engage the community wellness group to get from talking to action. A two-day session will be planned.

3. WORKSHOP DESIGN & CONTENT

Together with NEC, the Consultant will design and develop content for a series of three (3) in-person workshops that will be provided to designated Chapter participants who are engaged in community wellness planning as part of the enacted HDNA. The workshops will provide a summary of the following topics: an overview of NEC, an overview of the CDC GHWIC initiative, an overview of HDNA and community wellness planning, and an overview of GHWIC toolkit. The design and content of each training will integrate the culturally relevant Navajo wellness philosophy. Each workshop will build upon the last and planning for each one will be scheduled prior to each session.

4. WORKSHOP IMPLEMENTATION

The Contractor will coordinate with NEC for the implementation of the 3 workshops that will be offered to Chapter staff who are engaged in community wellness planning. The Contractor will co-instruct and co-facilitate the interactive in-person workshops.

5. TECHNICAL ASSISTANCE

In coordination and collaboration with NEC, the Consultant will provide individualized mentoring and coaching to designated Chapter staff who are engaged in community wellness planning at the local level on a monthly basis, and as needed to ensure the Chapter staff is equipped with the resources they need to develop and implement their community wellness plans. Together with a diversity of partners, the Consultant will create and adapt approaches to community wellness strategies based on Native cultural teachings and community strengths.

6. REPORTING

The Contractor will maintain regular communication with designated NEC staff to ensure that tasks and objectives are met thoroughly and to be responsive to coaching needs. Regular meetings may include in-person and teleconference call meetings and the submittal of quarterly reports based on service elements and in accordance with Navajo Nation requirements.

7. DELIVERABLES

- A. Input/feedback in writing related to the GHWIC Toolkit.
- B. Train the trainer offerings to NEC staff with regards to effective training and facilitation skills.
- C. Development of curricula for three (3) workshops which includes the following topics: GHWIC toolkit, Health Dine Nation Act (HDNA), Community Wellness Plans (CWPs), overview of the NDOH/NEC, public health topics relevant to the Navajo Nation, and tobacco outreach and education.
- D. Implementation of 3 workshops, which will be offered to Navajo Chapter staff regarding the topics listed in item C above.
- E. Coaching/mentoring services to designated Chapter staff engaged in community wellness planning as part of the enacted Healthy Diné Nation Act (HDNA).
- F. Monthly meetings either in-person or via conference calls with GHWIC staff.
- G. Quarterly invoices and quarterly reports that summarize accomplishments and challenges.

INSTRUCTIONS TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Epidemiology Center, Navajo Department of Health, PO Box 1390, Window Rock, Arizona 86515.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration and other requirements to be met.
- D. **INQUIRIES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain requirement clarifications. No inquiries will be accepted after the inquiry deadline of **April 19, 2018** as listed on Page 2.
- E. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- F. **PROPOSALS SUBMISSION:** Proposals must be received on or before **5:00 pm DST, April 24, 2018**. Respondents who are mailing their proposals should allow sufficient time for mail delivery to insure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on Page 2 of the RFP. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
- G. **FOUR SETS OF PROPOSALS ARE REQUIRED.** The **original and four copies** must be delivered in a sealed envelope. The outside of the envelope should be clearly marked: RFP RE: PROPOSAL TO NAVAJO EPIDEMIOLOGY CENTER, NAVAJO DEPARTMENT OF HEALTH "TRAINING AND TECHNICAL SUPPORT SERVICES FOR COMMUNITY WELLNESS TOOLKIT GOOD HEALTH & WELLNESS IN INDIAN COUNTRY INITIATIVE" BID # **18-04-1812VJ** DO NOT OPEN.
Name and address of the business submitting the proposal to be written legibly on the outside of the sealed envelope. **The RFP costs must be submitted in a separate envelope and must be sealed.**
- H. **REJECTION OF PROPOSALS:** The Navajo Epidemiology Center reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within any proposals must be clearly stated in the proposals itself. Proprietary information submitted in response to this RFP will be handled in accordance with the applicable

purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word, "PROPRIETARY."

- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after the final selection has been made, subject to Paragraph K. The Purchasing Services Department has the right to use any or all system ideas presented in response to this RFP, subject to limitations in the Paragraph K. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and the Navajo Epidemiology Center are not liable for any costs incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the successful proposal will become a contractual obligation if acquisition action ensues. Failure of the successful bidder/business to accept these obligations may result in the cancellation of the award and such proposal may be removed from consideration for future solicitations. The Navajo Nation Purchasing Services Department and the Navajo Epidemiology Center reserve the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Epidemiology Center intends to make a vendor selection within 5 days after the closing date.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared for the contractor and the proposal submitted by the contractor will become part of the contract.
- O. **EVALUATION PROCEDURES AND CRITERIA:**
 - I. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. Proposals should be prepared to provide any additional information that the team believes is necessary for a fair evaluation of proposals.
 - II. Failure 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 proposal to the execution of a contract.
 - III. The sole objective of the Review Committee will be to select the proposal that is most responsive to the needs of the Navajo Epidemiology Center. The specifications in this RFP represent the minimum performance criteria necessary

for a response. On the basis of the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal that best meets this objective.

- IV. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the contract award.
- a. Ability and technical expertise to provide feedback and comments in writing on the development of the GHWIC Toolkit. This Toolkit will be shared with Navajo Chapters as they engage in the development and implementation of their respective Community Wellness Plans, as required under the 2014 enacted Health Dine Nation Act (HDNA). (20 points)
 - b. Expertise to design and implement a train-the-trainer style workshop with the goal of provide NEC staff with effective facilitation and community engagement skills. Must have the ability to use participatory group processes which engage participants in effective dialogue and tools for putting words into action. (20 points)
 - c. Expertise to design and implement three (3) in-person workshops for Chapter staff who are engaged in Community Wellness Planning as part of the HDNA. The workshops must demonstrate the following topics: an overview of the HDNA; the concept of community wellness planning; and the integration of the Navajo wellness philosophy. In coordination with NEC staff, the workshops should also include the following topics: an overview of NEC/NDOH; an overview of the CDC GHWIC initiative; and an overview of the GHWIC Toolkit. (20 points)
 - d. Ability to utilize expertise and collaborative skills to provide individualized mentoring and coaching to Chapter staff who are engaged in Community Wellness planning at the local level. Mentoring and coaching will be on a monthly and/or on an as-needed basis to ensure the Chapter staff are equipped with the resources needed to develop and implement Community Wellness Plans. Must demonstrate the use of the Navajo wellness philosophy, using community strengths, and leadership coaching. (20 points)
 - e. Must demonstrate the ability to maintain regular communication with NEC staff to ensure completion of tasks. Must demonstrate the ability to be responsive to Chapter staff for coaching and mentoring needs. Must be willing to conduct in-person and teleconference calls with NEC staff. And, must be willing to submit quarterly reports on service elements and in accordance with Navajo Nation requirements. (20 points)

- V. **Cost/Price Factors:** The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offerors' understanding of the program and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.
- P. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP.
- Q. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- R. **TERMS:** The term of this contract will be made in the best interest of the Navajo Epidemiology Center with a contract or a Purchase Order that will require mutual agreements between both parties.
- S. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities. The following is a list of exhibits that are attached and are a bidding part of this RFP:
1. Licensed, bonded, and current **General Liability**.
 2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver Form**.
 3. Must submit Listing and provide all Licenses, Certifications, Awards, Degrees with proposal.
 4. Prospective recipient shall sign a **W-9 Tax Form**.
 5. Must provide a Listing of Personnel assigned to project.
- T. **TAXES:** All appropriate taxes should be included in 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 of 5% (24 N.N.C. Section 601 *et. seq.*).
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.

BILLING AND PAYMENT:

Billing and payment shall conform to all Navajo Nation procurement procedures and rules and regulations. In order to receive timely payment, vendor has an obligation and responsibility to

present invoices that are timely and accurate. An original vendor invoice is needed for payment.
The invoice must also contain information as shown on the purchase order or contract.

**NAVAJO NATION CERTIFICATION
Regarding Debarment and
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

- 1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.

- 2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.

- 3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).

- 4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date