

REQUEST FOR PROPOSAL

NAVAJO NATION DEPARTMENT OF HEALTH Navajo Epidemiology Center RFP# 18-04-1814VJ

Reducing the Use of Commercial Tobacco through Education and Awareness

Reducing the Use of Commercial Tobacco through Education and Awareness 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 # **18-04-1814VJ** 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: To provide commercial tobacco prevention outreach education support in all Navajo Nation Chapter communities through video outreach, youth digital storytelling events and cessation services.

1. VIDEO DEVELOPMENT AND IMPLEMENTATION

In consultation and coordination with NEC staff, the consultant will plan and oversee the creation of a video outreach tool showcasing Diné youth and adults who have quit commercial tobacco or have never started using, resulting in healthy life choices. This will also include Diné healthcare professionals to tell the public health benefit story as well as a Diné Medicine Man to help the viewer understand the difference between Traditional and Commercial Tobacco and the traditional values that guide healthy living.

2. DIGITAL STORY DEVELOPMENT AND IMPLEMENTATION

In coordination with the NEC staff, the consultant will plan and facilitate two Digital Storytelling two-day Diné youth events, during which youth will plan, create and finish their own Digital Story regarding commercial tobacco cessation and/or commercial tobacco free living and its cultural, personal, family and community health benefits.

3. TRAINING FOR HEALTH CARE PROFESSIONALS ON TOBACCO INTERVENTION

In coordination with NEC staff, the consultant will plan and facilitate five (5) Basic Tobacco Intervention Trainings specific to Native American Health Care Professionals in the five Navajo Nation Agencies. These trainings are relevant for clinicians, physicians, pharmacists, CHR and CHW professionals, preparing them for commercial tobacco cessation conversations with their patients and clients, furthering the goal of commercial tobacco free Diné individuals, families and communities. These trainings are best done in localized groups of 15-20 professionals, so that the training can be experiential, relevant and purposeful.

4. REPORTING

The Consultant 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.

5. DELIVERABLES

- A. Finalized videos in applicable format for distribution and ability to link via websites
- B. Finalized digital stories in applicable format for distribution and ability to link via websites
- C. Training curricula and materials for the Basic Tobacco Intervention Trainings that will be offered to health care professionals within the five Navajo Nation Agencies
- D. Monthly meetings either in-person or via conference calls with GHWIC staff.
- E. 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 "REDUCING THE USE OF COMMERCIAL TOBACCO THROUGH EDUCATION AND AWARENESS GOOD HEALTH & WELLNESS IN INDIAN COUNTRY INITIATIVE" BID # **18-04-1814VJ** 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. Demonstrate ability and expertise to develop and implement an education video (approximately 8-10 minutes in length) that highlights healthy life choices and decision to cease commercial tobacco usage and/or decisions to not start using commercial tobacco and other similar products at all. Must be knowledgeable of local youth, health care professionals and traditional healers who can speak about commercial tobacco, the benefits of cessation or avoiding commercial tobacco, and highlighting the differences between traditional and commercial tobacco. (25 points)
 - b. Demonstrate ability and expertise to develop two Digital Storytelling events for youth with the goal of giving them the tools and resources to develop their own digital stories. These digital stories will focus on tobacco cessation and/or tobacco free living and can incorporate cultural, personal, family and community health benefits. (25 points)
 - c. Demonstrate the ability to plan and facilitate five trainings focused on basic tobacco interventions. These trainings will be offered to tribal health care professions within the five Navajo Nation Agencies. Must demonstrate knowledge of who the course participants can consist of and ability to coordinate with partners as needed to develop an effective curricula and training materials. (25 points)
 - d. 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. (25 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.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**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