

REQUEST FOR PROPOSAL (RFP)
RFP Number: 20-09-2349LE
DOMESTIC VIOLENCE SHELTER AND SUPPORTIVE SERVICES

Date: August 28, 2020

Project Title: Navajo Department of Family Services
Domestic Violence Shelter and Supportive Services

Project Schedule:

Advertisement of RFP	August 31, 2020
Proposal Due Date	September 15, 2020; 5:00 pm (MDT)
Services Contract Start Date	October 1, 2020

Proposal:

All interested parties are invited to review and respond to this RFP at their discretion. All questions pertaining to the contents of this RFP a respondent contact via email Ms. Regina Yazzie, Department Manager III, reginayazzie@navajo-nsn.gov or Ms. Rhonda Jishie, Contract Analyst, Navajo Department of Family Services; at rjishie@navajo-nsn.gov

All parties responding to this RFP are instructed to submit four (4) proposals, one (1) original and three (3) copies to one of the following addresses:

Mailing Address:

Navajo Nation Office of the Controller
Purchasing Department
P.O. Box 9000
Window Rock, AZ 86515
ATTN: Jeremy Ben, Accounting Manager

Physical Address:

Navajo Nation Office of the Controller
Purchasing Department
2559 Window Rock Blvd.
Administration Bldg. #1
Window Rock, AZ 86515
ATTN: Jeremy Ben, Accounting Manager

All responses to this RFP shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

RFP # 20-09-2349LE
Navajo Department of Family Services
Domestic Violence Shelter and Supportive Services

DO NOT OPEN-RFP PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Department of Family Services within the Navajo Division of Social Services operates the Family Harmony Program, which is a federally funded program to: 1) prevent incidents of family violence, domestic violence, and dating violence; 2) provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and 3) provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of underserved populations.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a multi-year Services Contract with several qualified; and independent organizations or entities to provide all services as described in the scope of services.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

- A. A legitimate and credible organizations or entities with a minimum of five (5) years of experience and history with providing the described scope of services.
- B. Insurance coverages:
 1. Five General Liability coverage with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate;
 2. Auto Liability minimum limit of \$1,000,000 per accident, including non-owned automobiles;
 3. Workmen's Compensation insurance with statutory benefits;
 4. Professional Liability Insurance with limits no less than \$1,000,000 per claim; and
 5. The Navajo Nation must be named as additional insured for general and automobile liability coverages.
- C. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
- D. Federal requirements, including the Family Violence Prevention and Services Act, and Client Confidentiality (45 CFR § 1370.10(c)(8)).
- E. Complete Scope of Services in its entirety.

IV. SCOPE OF SERVICES

Interested parties are welcome to request for a copy of the Scope of Services and required forms to be included in response to this RFP from the Navajo Department of Family Services contact person.

V. REQUIREMENTS

The respondent must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et. seq.) and the Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184; prohibit harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin; and furnish all requested information as specified in this RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Utilize the outline described below in a proposal with four (4) copies.

- A. Organizational letter expressing an interest and a brief description of proposed services. Do not reveal or make reference to the cost in the organizational letter;
- B. Scope of Work, including goals, objectives, activities and time schedule;
- C. Organization qualification and project experience. Include a minimum of two (2) professional references;
- D. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of budget in the Budget Narrative and Budget Summary; and
- E. Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

A. Evaluation Criteria

- 1. Qualifications, credentials, and minimum five years' work experience. This includes the capabilities to provide all requested services. (20 points)
- 2. Scope of Work. (45 points)
- 3. Navajo Preference. (5 points)
- 4. Budget (separate sealed envelope). (30 points)

B. Applicable Federal Requirements

- 1. In the acceptance of Federal Funds, the Navajo Department of Family Services is required to comply with all Federal and Tribal Laws and Regulations, including 45 Code of Federal Regulations Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to States, and Local and Tribal Governments; Section 92.36 €, (1) requiring the grantee to take all necessary affirmative steps to assure minority firms, women businesses and labor surplus area firms are used when possible, including complying with the Navajo Nation's Business Opportunity Act, 5 N.N.C., Subsection 201-215 and the Navajo Nation's Procurement Rules and Regulations.

C. The Navajo Department of Family Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.

- 1. This may entail a presentation from the respondent for clarification and/or details on services or other requirements. The presentation will be scheduled to be presented at the Navajo Department of Family Services office located in Window Rock, AZ (if necessary). It is the Navajo Department of Family Services' intention to award organizations or entities to provide all services as specified in the scope of services.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Services Contract for the procurement of services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be from October 1, 2020 to September 30, 2023 and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Department of Family Services point of contact are Ms. Regina Yazzie, Department Manager III, reginayazzie@navajo-nsn.gov or Ms. Rhonda Jishie, Contract Analyst, rjishie@navajo-nsn.gov, for inquiries related to this RFP and other matters.

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part, based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter into a contract under this RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result of this RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to this RFP.

The Navajo Nation Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. SCHEDULE OF EVENTS

Following is a schedule of events regarding this RFP:

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| A. Advertise RFP | August 31, 2020 |
| B. Proposals Due | September 15, 2020; 5:00 pm (MDT) |
| C. Contract Start | October 1, 2020 |