

**REQUEST FOR QUALIFICATIONS
RE-BID NO. 22-03-2743LE**

Date: May 18, 2022

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services –
BEHAVIORAL HEALTH CONSULTANT (Tribal Opioid Response Program)**

Project Schedule:

Advertisement of RFQ	May 23, 2022 – June 3, 2022
Requests for Information Due Date	June 8, 2022
Bid Due Date	June 10, 2022 by 4:00pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Qualifications at their discretion. All questions pertaining to the contents of this RFQ as a respondent can contact via Dr. Michelle Brandser, Health Services Administrator, at mbrandser@navajo-nsn.gov and/or Tanya Sheperd, Senior Programs & Projects Specialist at tlsheperd@navajo-nsn.gov.

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Lorita Etsitty, Buyer I
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

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

**RFQ RE-BID NO. 22-03-2743LE NNDBMHS
BEHAVIORAL HEALTH CONSULTANT (TOR PROGRAM)
DO NOT OPEN-BID PROPOSAL**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFQ

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation. The primary purpose of the Tribal Opioid Response Grant is to address the opioid crisis in tribal communities by increasing access to culturally appropriate and evidence-based intervention, prevention, and treatment including medication-assisted treatment.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsive, qualified, and independent consultant/organization to complete all work as described in the attached scope of work.

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:

1. A legitimate and credible vendor with experience and history with providing the described services to provide subject-area knowledge
2. Extensive Background and knowledge of providing clinical services, administrative services and supervision.
3. Vendor must be licensed in Arizona, New Mexico, Colorado and/or Utah
4. Vendor must be able to operate independently or joint-ventured in providing described services for the program.
5. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
6. Federal requirements, if applicable

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization/consultant qualifications and subject-area experience. Include references and licenses
3. Scope of Work detailed in the RFQ; organization/consultant must be able to provide listed services
4. Sample weekly/monthly schedule to provide proposed services on scope of work
5. Copies of licenses, certifications, insurance certificates, and other relevant documents.
6. Costs to be submitted in a ***separate sealed envelope***. (Detailed breakdown of all associated and applicable costs)
7. Compliance: 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)
1. Evaluation Criteria
 - a. Proposal Content and Organization: (5 points)
 - b. Qualifications, credentials, and work experience. (55 points)
 - c. Scope of work with sample weekly/monthly (20 points)
 - d. Navajo Preference. (10 points)
 - e. Cost (separate sealed envelope). (10 points)
 2. Applicable Federal Requirements
 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. A virtual interview will be scheduled based on availability. It is the DBMHS's intention to award one (1) vendor/consultant to provide all services as specified.

VIII. TYPE OF CONTRACT
The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE
The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date. Organization/consultant will be requested to provide multi-year services for DBMHS dependent on performance appraisal and annual review.

X. TECHNICAL DIRECTION
The Navajo Nation DBMHS point of contact Dr. Michelle Brandser, Health Services Administrator or Tanya Sheperd, Senior Programs & Projects Specialist for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Dr. Brandser's email address is mbrandser@navajo-nsn.gov and Ms. Sheperd's email address is tlshperd@navajo-nsn.gov.

XI. PAYMENT AND SUBMISSION OF INVOICES
The Navajo Nation Professional 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 a contract under the 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 for the 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 the RFP.

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

XIV. OTHER

SCOPE OF WORK
Division of Behavioral and Mental Health Services
BEHAVIORAL HEALTH CONSULTANT (Tribal Opioid Response Program)

The Navajo Department of Health was awarded the Navajo Nation Tribal Opioid Response grant through the Department of Health and Human Services Substance Abuse and Mental Health Services Administration as of September 30, 2019. The primary purpose of the grant is to address the opioid crisis in tribal communities by increasing access to culturally appropriate and evidence-based treatment including medication-assisted treatment.

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) will accept statements of qualifications from a qualified Behavioral Health organization/consultant to assist Navajo Department of Health under the Tribal Opioid Response Grant to accomplish the following goals and objectives of the program.

- 1) To increase Evidence Based Practices for opioid prevention, treatment and recovery support,
- 2) To implement effective prevention strategies,
- 3) To expand service delivery substance use and opioid related models with treatment strategies,
- 4) Incorporate culturally appropriate and traditional practices as prevention,
- 5) Establish an approval for data tracking and surveillance system

The determination of whether an organization/consultant is deemed qualified will be based on the following criteria:

- 1) Ability to provide clinical services (individual, family, and group) in a telehealth setting,
- 2) Ability to provide clinical supervision with telehealth setting,
- 3) Experience with administrative duties and supervision,
- 4) Demonstrate ability to document, process, and provide quality assurance oversight of third-party reimbursement for treatment services using DBMHS electronic health record, and
- 5) Knowledge of the Navajo Nation or indigenous population.

Organization/consultant will be implementing clinical services, supervision, administrative duties and other oversight services listed above.

END SCOPE OF WORK