

REQUEST FOR PROPOSAL
BID NO. 21-06-2493LE

Date: June 04, 2021

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services –
Adult and Youth Tele-Psychiatry Services**

Project Schedule:

Advertisement of RFP	June 07, 2021 – June 16, 2021
Requests for Information Due Date	June 18, 2021
Bid Due Date	June 23, 2021 @ 5:00pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via Dr. Michelle Brandser, Delegated 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:

**RFP BID NO. 21-06-2493LE NNDBMHS
ADULT & YOUTH TELE-PSYCHIATRY SERVICES
DO NOT OPEN-BID PROPOSAL**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

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.

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 tele-psychiatry services and medication-assisted treatment
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 qualifications and subject-area experience. Include references.
3. Scope of Work detailing description of services, licensures and certification of personnel
4. Schedule and proposed time frame of services
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: (10 points)
 - b. Scope of work with description of services (35 points)

- c. Qualifications, credentials, and work experience. (25 points)
- d. Navajo Preference. (10 points)
- e. Cost (separate sealed envelope). (20 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 presentation will be scheduled based on availability. It is the DBMHS's intention to award one (1) vendor 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.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Dr. Michelle Brandser, Delegated 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 tlsheperd@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
Adult and Youth Tele-Psychiatry Services

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) was established in 1987 as the lead agency of behavioral health for the Navajo Nation. DBMHS provides comprehensive substance use treatment to include care coordination, outpatient, prevention and residential services for the Navajo people. DBMHS assures that quality, culturally responsive and competent behavioral and mental health services are readily available and accessible to the Navajo people through effective coordination and development of behavioral health infrastructure. The mission statement is, "Providing Comprehensive Behavioral Health Services for Native Families." The vision statement is "Diné Be'iina' Hoozhoogo Silá," translation: "In the Navajo way of life there is beauty before you."

DBMHS has a total of ten (10) Outpatient Treatment Centers (OTC); seven (7) are located in Arizona and three (3) are located in New Mexico. In addition, there is one Residential Treatment Center located in Shiprock, NM known as the Navajo Regional Behavioral Health Center.

DBMHS intends to subcontract with a consultant to tele-psychiatry services to clients and to implement medication-assisted treatment programming in coordination with Division of Behavioral and Mental Health Services and the Navajo Department of Health under the Tribal Opioid Response Grant. The consultant or vendor will be assisting DBMHS with the following:

- Provide telehealth services for clients identified and scheduled by DBMHS
 - Weekly or as needed adult tele-psychiatry services
 - Weekly or as needed youth tele-psychiatry services
 - Weekly or as needed tele-therapy services specializing in child, adult and family therapy
- Provide required documentation of services for input in DBMHS electronic health record
- Coordinate with DBMHS on scheduling for all referred client services and administrative hours
- Possess and provide a current state medical license and DEA certification
- Assist program to implement medication-assisted treatment services and tele-psychiatry services

END SCOPE OF WORK