

REQUEST FOR PROPOSAL  
**BID NO. 21-07-2517LE**

Date: July 19, 2021

**Project Title: Navajo Department of Health Tribal Opioid Response Program  
DPS Department of Navajo Medical Examiners Consultant**

Project Schedule:

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Advertisement of RFP              | July 22, 2021 to August 05, 2021 |
| Requests for Information Due Date | August 06, 2021                  |
| Bid Due Date                      | August 11, 2021                  |

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](mailto:mbrandser@navajo-nsn.gov) and/or Tanya Sheperd, Senior Programs & Projects Specialist at [tlshperd@navajo-nsn.gov](mailto:tlshperd@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. 21-07-2517LE NNDOH TOR  
DPS DEPT. OF NAVAJO MEDICAL EXAMINERS CONSULTANT  
DO NOT OPEN-BID PROPOSAL

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

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. Under this grant award, NDOH received supplemental funding to support the NN Opioid Response program by building infrastructure capacity to improve coordination with the NN Opioid Response Task Force and the Navajo Division of Public Safety.

### 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 medical examiners, crime scene investigations, forensic science and forensic pathology.
3. Consultant must have experience with Navajo Nation, state, and Federal law and regulations surrounding death and criminal investigations.
4. Consultant 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. Detailed Scope of Work and methodology with description of services
4. Detailed Resume and experience of consultant credentials
5. Schedule and proposed time frame of services
6. Copies of licenses, certifications, insurance certificates, and other relevant documents.
7. Costs to be submitted in a ***separate sealed envelope***. (Detailed breakdown of all associated and applicable costs)
8. 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. Scope of work with description of services (30 points)
    - c. Schedule and proposed time frame for services (15 points)
    - d. Qualifications, credentials, and work experience (25 points)
    - e. Navajo Preference (5 points)
    - f. Cost (separate sealed envelope). (20 points)
  2. Applicable Federal Requirements
  3. The Navajo Department of Health Tribal Opioid Response program 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 NDOH'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**

**Navajo Department of Health Tribal Opioid Response Program  
DPS Department of Navajo Medical Examiners Consultant**

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. Under this grant award, NDOH received supplemental funding to support the Navajo Nation Opioid Response program by building infrastructure capacity to improve coordination with the Navajo Nation Opioid Response Task Force and the Navajo Division of Public Safety.

The consultant will work directly with the Navajo Division of Public Safety to complete the following services:

- 1) Draft and develop the Department of Navajo Medical Examiners Policy and Procedures Manual
  - a. Develop policies and procedures for daily operations for new medical examiner's office
  - b. Will require communication and collaboration with, but not limited to surrounding medical facilities, funeral homes, Office of Medical Examiners staff and Division of Public Safety
- 2) Draft and develop the Department of Navajo Medical Examiners Plan of Operations Manual
- 3) Develop comprehensive training curriculum for Division of Public Safety to enhance crime scene investigations skills
  - a. Training program should include syllabus, lesson objectives, lesson plans and PowerPoint presentations
- 4) Provide three (3) training sessions pertaining to Division of Public Safety on Navajo Department of Medical Examiners
  - a. Death Investigation Training for newly hired Medical Investigators
- 5) Monthly reporting and updates to be provided to Division of Public Safety Criminal Investigations Supervisor – Shiprock District

*END SCOPE OF WORK*