

REQUEST FOR PROPOSAL
Bid Number 21-09-2573LE

Date: September 17, 2021

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services – Tribal Opioid Response Program Furniture and Equipment**

Project Schedule:

Advertisement of RFP	09/20/2021 – 10/01/2021
Requests for Information Due Date	10/08/2021 at 5:00 pm MST
Bid Due Date	10/15/2021 at 5:00 pm 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 email Tanya Sheperd, Senior Programs and Projects Specialist – DBMHS 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 clearly marked on the outside of the envelope; the following:

BID 21-09-2573LE NNDBMHS
TOR PROGRAM FURNITURE & EQUIPMENT PROJECT
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. 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) responsible, qualified, and independent consultant 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.
2. Vendor must be able to operate independently in providing described services for the program.
3. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
4. 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 project experience. Include references.
3. Scope of Work
4. Schedule and proposed time frame
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)

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. Methodology and schedule to complete the scope of work. (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. The presentation will be scheduled to be presented in Window Rock, AZ (if necessary). 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 Tanya Sheperd, Senior Programs and Projects Specialist for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Ms. Sheperd's email is tsheperd@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. OWNERSHIP OF PROPOSALS

All documents submitted in response to this RFP shall become the property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by the Division of Behavioral and Mental Health Services.

XV. OTHER

SCOPE OF WORK
Division of Behavioral and Mental Health Services
Tribal Opioid Response Program Furniture & Equipment Project

Division of Behavioral and Mental Health Services (DBMHS) intends to furnish six (6) office space to provide furniture and equipment for eleven (11) program staff. Five (5) offices will have two (2) staff each and one (1) office will have one (1) staff. DBMHS is requesting proposals from consultants/vendors to provide furniture and equipment for program staff at an office space located in the ICD, LLC facility – State of New Mexico Human Services Department Building, 3008 East Historic Route 66, Gallup, New Mexico.

Office 1 – 5 Furniture

- Two (2) New adjustable height desk with overhead storage/hutch
- Two (2) New desk chair
- Two (2) Lateral filing cabinet
- Two (2) additional visitor seating if space allows

Office 6 Furniture

- One (1) New adjustable height desk with overhead storage/hutch
- One (1) New desk chair
- Two (2) Lateral filing cabinet
- Two (2) additional visitor seating if space allows

Signage

- New temporary office signs for six (6) offices

Note:

- All new furniture should match existing flooring color scheme
- Facility has daily operations therefore all installation schedules should cause little disruption
- Installation of all furniture and equipment should be handled by the vendor
- Removal of existing furniture will be completed by DBMHS personnel, if necessary
- Proposal should be inclusive of all data, power hookups, licensing, etc. for installation and relocation