

NAVAJO DEPARTMENT OF EMERGENCY MEDICAL SERVICE  
Division of Public Safety

REQUEST FOR PROPOSALS

BID NUMBER: 22-02-2732LE  
ACTIVE SHOOTER INTERGRATED RESPONSE COURSE

Navajo Nation Department of Emergency Medical Service is requesting for proposals from Training Centers to provide Active Shooter Integrated Response Course for the Department of Emergency Medical Service pre-hospital personnel.

The Active Shooter Courses will provide an overall Public Safety Agency integrated approach during an active shooting crisis. This course will provide a model framework of establishing an effective and coordinate integrated Incident Command system, medical skills and a rescue task force concept for Emergency Medical Service, Law Enforcement, Fire Rescue and Tele-communicators to increase the safety and survivability for active shooting victims. The course should also include some aspect of the Tactical Emergency Casualty Care (TECC) concept to increase the survivability of active shooting victims.

The Active Shooter course will be in coordination with the Department of Emergency Medical Service Office of Training and Technical Assistance. Course completion certificates and/or continuing education hours should be available to all participates. In order to accommodate the number of participates a projected number of ten (10) courses will be conducted within a twelve (12) month period.

***Navajo preference will apply to this RFP. Training Centers should indicate if they are Navajo Nation Priority one or two vendors by visibly marking on the outside of the proposal package the priority vendor status under the Navajo Nation Business Opportunity Act.***

**Submittal Deadline:**

Proposal(s) must be received by [Friday, March 25, 2022 at 5:00 pm MDT.](#)

All parties responding to this bid # 22-02-2732LE are instructed to submit or send two (2) copies of proposal (including the original) to the following address:

The Navajo Nation  
Purchasing Section  
Office of the Controller  
ATTN: Lorita Etsitty, Buyer  
Post Office Box 9000  
Window Rock, Arizona 86515

**\*NOTE: The Bid Number and the vendor's name must be indicated on the outside of the package.**

**Deliver to Physical Address:**

The Navajo Nation  
Purchasing Section  
Office of the Controller  
1<sup>st</sup> Floor, Administration Building #1  
Window Rock, Arizona 86515  
ATTN: Lorita Etsitty, Buyer

**GENERAL INFORMATION AND GUIDELINES FOR THE RFP**

**ISSUING OFFICE:**

The request for Proposals (RFP) is issued by the Purchasing Services Department of the Navajo Nation, P.O. Box 9000, Window Rock, Arizona 86515

**PURPOSE:**

This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposals for consideration.

**SCOPE:**

This RFP contains the instructions governing the proposals to be submitted and material to be included therein: mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

**SCHEDULE OF ACTIVITIES:**

**DEADLINE:**

- |   |                          |
|---|--------------------------|
| 1. Public Advertisement   | March 11, 2022           |
| 2. Prospective respondent's inquiry deadline<br>(No questions accepted after this date) Inquiries<br>and questions will be answered at any time prior to<br>this date. Questions to this RFP may be verbal, in<br>writing or email. | March 18, 2022           |
| 3. Due date for proposal  | March 25, 2022 @ 5:00 pm |
| 4. Opening of proposals and evaluation  | March 28, 2022           |
| 5. Award date for contract  | March 31, 2022           |

**INQUIRIES:**

Prospective respondents may make telephone, written or email inquiries concerning this RFP to obtain clarification of requirements. Email inquiries may be emailed to Mr. Ramone Yazzie Sr., ASO at [rhyazzie@navajo-nsn.gov](mailto:rhyazzie@navajo-nsn.gov) No inquiries will be accepted after the inquiry deadline listed. Mail inquiries are to addressed to:

**THE NAVAJO NATION  
PURCHASING SERVICES DEPARTMENT  
POST OFFICE BOX 9000  
ATTN: Ms. Lorita Etsitty, Buyer  
TELEPHONE (928) 871-6316**

NOTE: Please mark on the outside of the envelope or subject line of email – **Active Shooter Integrated Response Course.**

**ADDENDUM OF SUPPLEMENTS TO THIS REQUEST FOR PROPOSALS:**

In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.

**PROPOSALS SUBMISSION:**

Bidders who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. It is recommended they be sent by certified /priority mail with tracking to the physical address indicated on the cover sheet of this RFP.

**TWO (2) COPIES OF PROPOSALS ARE REQUIRED:**

Including the original and should be delivered in a sealed envelope; also include the name and address of the individual or firm submitting the proposal.

**LATE RECEIPT OF PROPOSALS:**

Late proposals will not be accepted. It is responsibility of the bidder to ensure the proposal arrives in the Purchasing Section of the Office of the Controller prior to the date and time specified.

**REJECTION OF PROPSALS:**

The Purchasing Section reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

**PROPRIETARY INFORMATION:**

Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the “proprietary”.

**RESPONSE MATERIAL OWNERSHIP:**

All material submitted regarding this RFP shall become the property of the Navajo Nation and will not be returned to the bidder. Responses received will be retained in file and may be

reviewed by any person after final selection has been made. The Purchasing Section has the right to use any or all system ideas presented in reply to this RFP, subject to limitations outlined in paragraph above. Disqualification or non-selection of a bidder or bid does not eliminate this right.

**INCURRING COSTS:**

The Navajo Nation Purchasing Section is not liable for any cost incurred by the bidders prior to issuance of an agreement, contract and/or purchase order.

**ACCEPTANCE OF PROPOSAL CONTENT:**

The contents of the proposal of the successful bidder will become contractual obligation if acquisition action ensues. Failure to the successful bidder to accept these obligations in a professional service contract, purchase order, delivery other or similar acquisition instrument may result in cancellation of the award and such bidder may be removed from future solicitations. The Navajo Nation Purchasing Section reserves the right to pursue appropriate legal action in the above set of circumstance.

**EVALUATION PROCEDURES AND CRITERIA:**

1. General Procedures:
  - a. An ad hoc committee will judge the merit proposals received in accordance with the criteria defined herein.
  - b. Failure of the bidder to provide any information requested in this RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offeror or to the execution of the proposal.
  - c. The sole objective of the ad hoc committee will be to select the bidder whose proposal is most responsive to the Navajo Nation Purchasing Section. The specifications within the RFP represent the minimum performance necessary for response. On the basis of the evaluation criteria established in this RFP, the ad hoc committee will select and recommend the bidder who best meets the objective.
  - d. Evaluation Criteria: The following criteria will be used by the ad hoc committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 5-100 with weight relations as stated below:

Evaluation Criteria	Points
<u>Training Course Specification</u> Training Center offers the Active Shooter Integrated Response Course which includes or has some implication of T.E.C.C. and Rescue Task Force concept.	35

<u>Qualification of Training Center</u> Background of Training Center and any affiliations with any Accredited Organizations. Include the experience and qualifications of instructor conducting the course. List any prior trainings conducted with any of the Navajo Nation Public Safety entities.	15
<u>Quality, Accuracy and Completeness of Proposal</u> The quality, accuracy, and completeness of the Offeror's proposal in response to the RFP specifications and requirements.	5
<u>Cost</u> Price offered is responsive to the RFP requirements and Instructions, and is realistic in respect to specifications and requirements.	35
<u>Availability for Scheduling</u> The Active Shooter Courses will be conducted throughout the several EMS service areas. Scheduling of course would have to meet the needs of the Department's schedule.	10

**STANDARD CONTRACT:**

The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiation as a result of a proposal submitted in response to this RFP.

**RETURN OF PROPOSALS:**

The Navajo Nation has no obligation to return any proposals received in response to this RFP.

**ALTERNATE PROPOSALS:**

Alternate proposals will not be accepted and will be deemed non-responsive.

**GOVERNING LAW:**

This procurement and any agreement with offerors that may result shall be governed by the laws of the Navajo Nation. The Navajo Nation is not bound to enter a contract under the RFP or RSQ and may issue a subsequent RFP or RSQ for the same services. The Navajo Nation is a sovereign government and that all contracts entered into as a result of the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act.

## SECTION II

### PROPOSAL FORMAT AND ORGANIZATION

#### **NUMBER OF COPIES**

Proposer shall provide two (2) identical copies of the proposal to the location specified for the submission of proposals in Section I, Paragraph H, on or before the closing date and time for receipt of proposal.

#### **PROPOSAL FORMAT**

All proposals must be typewritten on standard 8.5 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section, as necessary.

#### 1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain as minimum all listed items in the sequence indicated.

- a. Table of Contents
- b. Letter of Transmittal
- c. Cost Proposal
- d. Response to the Specifications request
- e. Professional References (List of similar services provided by the Offeror to pre-hospital providers, preferable organizations within 75-mile radius of the Navajo Nation within the last five (5) years.
- f. Certifications/Licenses (i.e., Business, Affiliations, Training Site) if any.
- g. Credentials (W-9, Insurance)
- h. Appendix (if needed)

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

Proposer may attach other materials which they feel may improve the quality of their response. However, the material should be included as items in the appendix.

#### 2. Letter of Transmittal

Each Proposal must be accompanied by a letter of transmittal. The letter of transmittal must:

- a. Identify the submitting organization with a brief description;
- b. Identify experience, capability and capacity
- c. Identify the name and title of the person authorized to contractually obligate the organization;

- d. Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- e. Identify the names, titles and telephone numbers of person to be contacted for clarification;
- f. Be signed by the person authorized to contractually obligate the organization; and
- g. Acknowledge receipt of any and all amendments to the RFP.

### **SECTION III**

#### **SPECIFICATIONS**

The Navajo Nation Department of Emergency Medical Service seeks proposals from a Training Center for ten (10) Active Shooter Integrated Response Courses.

Training course objective provides a Public Safety integrated active shooter response framework for EMS, Law Enforcement, Fire, and Tele-communications.

Training course objectives is integrated or related to the Tactical Emergency Casualty Care concepts. Course will provide responding emergency personal with basic skills of point of entry, medical treatment to injured victims, triaging victims, and establishing an overall integrated Public Safety Incident Command System.

Training Center shall provide a course completion certificate and/or approved National Register EMT Continuing education hours. If certificate or CEs are not available Training Center shall coordinate with Navajo Nation EMS Office of Training and Technical Assistance prior to course dates to obtain certificates or CE hours.

Training Center shall provide a total of ten (10) Integrated Active Shooter Response Courses which will be hosted on the Navajo Nation. The Training Center shall incur the cost of the training material, training equipment, instructor salary, travel expensive and any unforeseen instructor or training course expenses.

Training Center shall coordinate and cooperate with the Navajo Nation Department of Emergency Medical Service - Office of Training and Technical Assistance with scheduling, paperwork, and any other issues pertaining to training courses.

Training Center shall provide the ten (10) training courses within a twelve (12) month period from the date agreed upon with Navajo Nation EMS Office of Training and Technical Assistance.