

**REQUEST FOR PROPOSAL
BID NO. 22-06-2823LE**

ADVERTISEMENT OF RFP: June 13, 2022 to June 17, 2022
PROPOSAL DUE DATE: June 29, 2022 (5:00 P.M.)

DESCRIPTION: Provide Mobile Mammography Services.

CONTACT PERSON: Curtis Briscoe
Navajo Department of Health/Cancer Prevention Program
Telephone Number: (928) 871-7459
E-mail: curtisbriscoe@navajo-nsn.gov

RETURN ALL RESPONSES TO:

DELIVER TO: THE NAVAJO NATION
Purchasing Services Department
Administration Building #1
2559 Window Rock Blvd.
Window Rock, Arizona 86515
ATTN: Lorita Etsitty
BID NO. 22-06-2823LE

MAIL TO: THE NAVAJO NATION
Purchasing Services Department
P.O. Box 9000
Window Rock, Arizona 86515
ATTN: Lorita Etsitty
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ORGANIZATION:

The Navajo Breast & Cervical Cancer Prevention Program (NNBCCPP) was initially funded in 1996 through a cooperative agreement with the Centers for Disease Control and Prevention (CDC) for implementing a program to provide breast and cervical cancer screening services to un/under-insured women and use evidence-based strategies to reduce/remove barriers to cancer screening. This funding is based on the “Breast and Cervical Cancer Mortality Prevention Act of 1990 (Public Law 101-354)”.

SCOPE OF CONTRACT:

The Navajo Nation intends to enter into a Professional Service Contract with one (1) qualified Contractor to provide mobile mammography services.

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 to provide the described services with subject-area knowledge.
2. Vendor must be licensed in and serve Arizona and New Mexico.
3. Vendor must be able to operate independently or joint-ventured in providing described services for the program.
4. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
5. Federal requirements, if applicable.
6. Vendor must maintain adequate insurance coverage as recommended and verified by the Navajo Nation Risk Management Program (“RMP”) for the entire term of the Contract.

SCOPE OF WORK:

The Contractor shall accept, on referral from the Program or its clinical partners, women who have been determined to be eligible for mammography services.

Definition of Program Eligible Population:

Women 40 years of age to 64 for breast cancer screening and/or diagnostic services who are un/under-insured that live in communities on or near the Navajo reservation.

Women not program eligible may receive mammography services through the Contractor during visits sponsored by the Navajo Nation. These include those with Insurance, under the

age of 40, over the age of 64 with Medicare Part B or Medicaid, or covered through Purchased/Referred Care (formerly Contract Health).

Women referred by the Program will complete a Navajo Breast & Cervical Cancer Prevention Program Eligibility Form, identifying them as program participants. A referral form from a Program Provider will have the Referring Clinic, Provider Name/Information, Patient Identifiers and History sections completed. Consent for Release of Information section is to be signed at the screening Facility prior to procedure. Women without a referral form or with an incomplete referral form will be denied program funded screening services.

The Program will follow Navajo Nation's protocols and procedures. The Contractor shall provide their Protocols upon request of the Program. The Navajo Nation shall not reimburse any procedure performed outside the allowable cost of services set forth by the funding source and the Navajo Nation.

Reporting: The Contractor shall prepare periodic reports when needed that will address progress under this Contract, including customers surveys. The report will include:

Client demographics: Name, date of birth, address (street address, town, zip code) and symptoms.

Screening procedures: Program-funded procedures, date and type of procedures performed, results in American College of Radiology lexicon (BI-RADS), per client and visit.

Access to Radiology reports will be provide to the Navajo Breast & Cervical Cancer Prevention Program staff and partner health care facility personnel. It will be the responsibility of each individual requesting access to the reports to follow available policies and procedures. All abnormal results will immediately be reported to the Navajo Breast & Cervical Cancer Prevention Program staff and facility personnel.

Quality Assurance:

The Contractor:

- Will conduct evaluation of program operations and activities as required to maintain accreditation by the American College of Radiology (ACR) and certification in accordance with the Mammography Quality Standards Act (MQSA).
- Will have qualified Medical Personnel on staff to ensure competent and proficient services and related patient education, navigating with current professional credentials.
- Will not repeat any screening procedure already performed through the program within the same screening cycle. A screening cycle is defined as a screening mammography with a result of "normal" within the previous 11 months and 15 days. The next screening mammography initiates a new screening cycle.

Cooperation: The Contractor and the Navajo Nation are expected to demonstrate cooperation in working together to facilitate timely patient care.

Scheduling: The Contractor will be on site from 8:00 A.M. to 5:00 P.M. each day at the agreed upon site. Adjustments to the time will be made in conjunction with the Program and the Facility.

Site Logistics: The Contractor and the Navajo Nation will agree on a schedule with a suitable site to place the mobile unit. If conditions change and a site presents unsafe environmental conditions that affect the mobile unit and the staff, then another site acceptable to the Contractor is to be identified. Weather conditions, road conditions, and/or any other conditions that would affect the Contractor's ability to produce quality screening results would cause the change of sites on the scheduled day or require a change of schedule date.

Site Cancellation by the Contractor: If the Contractor cancels a scheduled site date, the Contractor will reschedule the site date on the first available date before or after the original date. The Contractor will cooperate with Navajo Nation to arrange a suitable replacement date mutually agreed upon by both parties.

Site Coordination: The Navajo Breast & Cervical Cancer Prevention Program staff will be onsite to assist clients with in-take forms, language interpretation, and provide input to the Contractor's mobile staff on cultural and tribal issues to insure a positive screening experience for women. The Contractor may display cultural materials on board the mobile unit. The Navajo Nation will provide materials for display. The Contractor staff will make their own meal and lodging arrangements.

Confidentiality: The Contractor shall protect the confidentiality of all client information and records and shall not release any client information to any third party without the express written authorization of the clients. The Facility shall maintain documentation in its files that the client received services after being informed of the benefits and the risks of every service provided under this Agreement. If any issues regarding confidentiality occur, the Navajo Nation will need to be notified.

Cost will be at the current Medicare reimbursement rate for the State of Arizona. Proposed service period for this Contract from June 30, 2022 – June 29, 2027.

CPT Code	Service Description	Proposed Overall Total Procedures	Proposed Annual Total Procedures
77067	Screening Mammogram	5,000	1,000
77066	Diagnostic Mammogram (Bilateral)	250	50
77065	Diagnostic Mammogram (Unilateral)	250	50
76641	Ultrasound (Complete)	250	50
76642	Ultrasound (Limited)	250	50
77063	Tomosynthesis	250	50
G0279	Tomosynthesis	250	50

Anticipated Number of Dates/Visits Overall: 400 days; Annual: 80 days.

REQUIREMENTS:

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

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 refer 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 current certifications, certificate of insurance, and other relevant documents.
6. Provide a signed W9 – IRS tax form (2018)
7. Provide a signed *Navajo Nation Debarment and Suspension Form* available at www.nnooc.org/PurchasingSection.html.
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.

Date, time and location of bid opening

Date: June 30, 2022.

Time: TBA

Location: 2296 Administration Building #2
First Floor, DOH Conference Room East
Window Rock, Arizona 86515

The Bid Opening shall comply with the procedures set forth by the Navajo Nation.

EVALUATION FACTORS:

Evaluation of the bids will be based on:

Section Description	Point Value
Components of RFP	35
Scope of Work	25
Cover Letter	5
Certification	15
Insurance	5
Timeline Capacity	15

The Bid Opening shall comply with the procedures set forth by the Navajo Nation.

TYPE OF CONTRACT:

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services.

PERIOD OF PERFORMANCE:

The period of performance is anticipated to be for five years (June 30, 2022 to June 29, 2027). Upon the award of the Professional Service Contract, it will be subject to annual funding availability and the duration of the Navajo Nation's Cooperative Agreement with the Centers for Disease Control and Prevention.

TECHNICAL DIRECTION:

The Navajo Breast & Cervical Cancer Prevention Program point of contact is Curtis Briscoe, Program Director for inquiries related to the Request for Proposal. Curtis Briscoe's email address is curtisbriscoe@navajo-nsn.gov.

PAYMENT AND SUBMISSION OF INVOICES:

The Navajo Nation Professional Services Contract will describe this section.

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.

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. 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.