

REQUEST FOR PROPOSALS
BID NO. 22-09-2885LE

PROPOSAL DUE DATE : **October 5, 2022**

DESCRIPTION : Emergency Medical Service (EMS) Medical Director

CONTACT PERSON : Mr. Chris Kescoli
DEPARTMENT OF EMERGENCY MEDICAL SERVICE
DIVISION OF PUBLIC SAFETY
TELEPHONE NO. (928) 871-6410
ckescoli@navajo-nsn.gov

RETURN ALL RESPONSES TO :

DELIVER TO (PHYSICAL) : THE NAVAJO NATION
PURCHASING SECTION
OFFICE OF THE CONTROLLER
1st Floor, Administration Building #1
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE NO. (928) 871-6316
***NOTE: THE BID NUMBER AND THE VENDOR MUST BE
INDICATED ON THE OUTSIDE OF THE PACKAGE.**

MAIL TO : THE NAVAJO NATION
PURCHASING SECTION
OFFICE OF THE CONTROLLER
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE NO. (928) 871-6316
***NOTE: THE BID NUMBER AND THE VENDOR MUST BE
INDICATED ON THE OUTSIDE OF THE PACKAGE.**

SECTION I

INFORMATION ONLY NO RESPONSE TO THIS SECTION IS REQUIRED

- A. ISSUING OFFICE:** This Request for Proposals (RFP) is issued by the Purchasing Services Department of the Navajo Nation, P.O. Box 9000, Window Rock, Arizona 86515
- B. PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposals for consideration.
- C. 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.

D. SCHEDULE OF ACTIVITIES:

DEADLINE:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1. Public Advertisement | September 22, 29, 2022
RFPs and Advertisements (nnooc.org) |
| 2. Prospective respondent's inquiry deadline
(No questions accepted after this date) Inquiries and questions will be answered at any time prior to this date. Questions to this RFP may be verbal, in writing or email. | September 29, 2022 at 5:00 pm |
| 3. Due date for proposal | October 5, 2022 at 5:00 pm |
| 4. Opening of proposals and evaluation | October 7, 2022 |
| 5. Award date for contract/PO | October 7, 2022 or TBA |

- E. INQUIRIES:** Prospective respondents may make telephone, written or email inquiries concerning this RFP to obtain clarification of requirements. Email inquiries may be emailed to ckescoli@navajo-nsn.gov. No inquiries will be accepted after the inquiry deadline listed in Section D. Mailed inquiries are to be addressed to:

**THE NAVAJO NATION
PURCHASING SERVICES DEPARTMENT
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE (928) 871-6316**

Note: Please mark on the outside of the envelope or subject line of email – **Emergency Medical Service (EMS) Medical Director Inquiry.**

- F. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.

- G. 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.
- H. TWO (2) IDENTICAL PROPOSALS ARE REQUIRED:** Delivered in a sealed envelope; also include the name and address of the individual or firm submitting the proposal. Allow sufficient time for physical and/or mailing delivery to addresses found on the cover page of this RFP. Email proposals will not be accepted.
- I. LATE RECEIPT OF PROPOSALS:** Late proposals will not be accepted. It is the 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.
- J. REJECTION OF PROPOSALS:** The Purchasing Section reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- K. 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 word "proprietary".
- L. 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, subject to Paragraph K above. 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 K above. Disqualification or non-selection of a bidder or bid does not eliminate this right.
- M. 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.
- N. ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in a professional service contract, purchase order, delivery order 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 circumstances.
- O. 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 a 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 this 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 this 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:

<u>Technical Proposal Factors:</u>	<u>Points:</u>
<u>Experience/Past Performance</u> Offeror's demonstrated service capabilities and resources, experience, and expertise in the ability to provide emergency medical care related services.	35
<u>Capacity and Capability</u> Capacity and capability of the Offeror to perform the work, including any specialized services.	10
<u>Professional Qualifications of Principal Personnel</u> Licensed to practice medicine. Board certified in Emergency Medicine and EMS Medicine. Licensed to practice as a Paramedic.	20
<u>Quality, Accuracy and Completeness of the Proposal</u> The quality, accuracy, and completeness if the Offerors 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.	30

TOTAL: 100

- P. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP.
- Q. RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposal received in response to this RFP.
- R. ALTERNATE PROPOSALS:** Alternate proposals will not be accepted and will be deemed non-responsive.
- S. 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

A. NUMBER OF PROPOSALS

Proposer shall provide two (2) identical proposals 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. Allow sufficient time for physical and/or mailing delivery to addresses found on the cover page of this RFP. Email proposals will not be accepted.

B. PROPOSAL FORMAT

All proposals must be typewritten on standard 8.5 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and bound with tabs/dividers 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 list items in the sequence indicated.

- a. Table of Contents.
- b. Letter of Transmittal.
- c. Cost Proposal for five (5) years. Breakdown cost for each year, (Years 1-5).**
- d. Response to the Introduction, Scope, Requirements.
- e. Professional References (List of similar services provided by the Offeror to tribal governments, enterprises, preferably organizations within 75-mile radius of the Navajo Nation within the last five (5) years).
- f. Copy of license(s) or certification(s) with Resume(s), CV(s) for Principal Personnel.
- g. Credentials (W-9, EMS Medical Direction Errors and Omissions, Liability 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, title 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

Introduction, Scope, Requirements

I. INTRODUCTION

The Navajo Nation Emergency Medical Service, seeks proposals from qualified respondents to provide multi-year EMS Medical Director professional services, as described herein. Qualified respondents shall adhere to the specifications set forth within this section (Section III). All proposals must be completed in the requested format set forth in Section II.

Overview

The Department is one (1) of the seven (7) departments within the Navajo Division of Public Safety. It consists of an administrative section, four (4) Field Operations Offices, the Office of Training and Technical Assistance, Third Party Billing Office, Property Office, Office of Accounting, Emergency Medical Service Medical Director, and thirteen (13) EMS Field Offices. Staffing at the Field Offices include EMTs, Office Assistant/Specialist, and EMT Supervisor. The Department staff is provided on-line medical direction in the field when providing pre-hospital healthcare to patients.

The Department is a region-wide system authorized by Navajo Nation legislation, and is managed and operated within the territorial jurisdiction of the Navajo Nation and contiguous lands. Total call volume for fiscal year 2020 was 20,180 by way of 817,868 miles traveled during these calls. Call volume continues to increase as the population (residents, visitors, etc.) of the Nation grows.

All aspects of the organization and provision of emergency medical service (EMS) require the active involvement and participation of a medical director. These aspects include the design, evaluation, continued revision, and operation of the system from initial access including dispatch, to pre-hospital contact and treatment, through stabilization in the emergency department, transfer to definitive care, and follow up.

II. SCOPE OF SERVICES TO BE REQUIRED

Professional Services as Medical Director (hereafter referred to as "Medical Director").
Provide on-line and off-line Medical Director for the Department.

The Medical Director hereby shall:

1. Provide medical control and medical direction as defined in
 - a. 7 NMAC 27.3.9 Medical Direction
 - b. AZ Legislation-Chapter 21.1, Art.1, Sec. 36-2202

c. IHS Manual Part 3, Chapter 17

2. Provide medical guidance and consultation to all sections of the Department; may assist in contract and/or policy reviews;
3. Act as a Medical Liaison for the Department with Navajo Area Indian Health Service, Albuquerque Area Indian Health Service, 638 Health Care Facilities, and neighboring entities as requested;
4. Obtain and acquire Drug Enforcement Administration (DEA) licenses for those Department field offices unable by law to obtain their own DEA license by start of contract and maintain those DEA licenses throughout term of contract. Assist those Department field offices allowed by law to hold their own field office DEA license with maintenance of those DEA licenses for duration of contract. In similar fashion, ensure DEA licensure at the time of opening of any new field offices and though the duration of contract. Assist in overseeing medication and controlled substances inventory management by reviewing policies, and redesign as needed to create a system to ensure adherence to DEA policies;
5. Coordinate, collaborate with Department Pharmacy Consultant(s);
6. Collaborate with Department Manager and Supervisors;
 - a. with applications for pre-hospital, Inter-Facility, Community Medicine, special skills;
 - b. to establish, review, revise and/or implement system-wide protocols and/or guidelines for all levels of EMTs;
7. Cooperate with the Arizona and New Mexico EMS Licensing Commission and the Arizona and New Mexico EMS Bureaus, divisions of the Department of Health, regarding investigation of violations of the EMS ACT Section 24-10B1, AZ Leg. Chapter 21.1, Art. 1, sec. 2204.02, *et. seq.*; and with tribal, state, county, and federal agencies that investigate violations of the law;
8. Serve as a resource in the development of medical, physical and psychological health program for Department personnel well-being;
9. Be active in planning and implementation of training for pre-hospital providers, medical dispatchers, nurses, and physicians involved in the Department system. This includes initial training, continuing medical education, certification and re-certification training requirements at state and national levels; with the focus on expanding the level of care
10. Provide guidance on the development of an active Quality Improvement/Quality Assurance program to include but not limited to outlining requirements for; pertinent ambulance run reviews; access to electronic patient care reporting; post morbidity reviews; cardiac arrest; advance pre-hospital skills (i.e., intubation, IV's, needle chest decompression, etc.); and inter-facility transport. Evaluate response and scene times; assist the department in participating in state and local trauma registries if available to assist in improvement of care;
11. Provide medical direction and guidance to and advise on the development of the medical ambulance dispatching and flexible ambulance deployment project;
12. Provide medical direction to the Inter-facility transport project. Provide guidance and support in development of plans to expand operations;

13. Be in the field at intervals to enhance his or her own pre-hospital experience and to allow direct observation of pre-hospital care;
14. Be responsible for preparing written status reports as required. Reports are submitted to the Department Manager for review and approval;
15. Collaborate with the Navajo Nation Department of Health, including but not limited to planning, development, and medical direction of a Community Paramedicine program and collaboration with Community Health Representatives; Provide administrative medical direction for the NN Tribal Opioid Response Program.
16. Be involved in the development of projects that involve information technology, i.e. electronic patient care reporting;
17. Attend to Department business activities and/or events as requested by the Department Manager;
18. Be involved in committees, sub-committees, special projects and/or act as a representative for Department

III. TIME AND ATTENDANCE

Negotiable and/or as set forth in a Year to Year contract.

IV. POINT OF CONTACT

The Medical Director shall coordinate with the Department Manager or assigned designee.

V. EXPERIENCE/QUALIFICATION

1. Board certification in Emergency Medicine (American Board of Emergency Medicine or American Board of Osteopathic Emergency Medicine) and in Emergency Medical Services (American Board of Emergency Medicine).
2. Minimum of five years clinical experience in providing emergency medical patient care in hospital and out of hospital settings.
3. Stipulates and certifies that there is no known or suspected conflict of interest, which would adversely affect the Medical Director's responsibilities to the Department.
4. Knowledgeable with New Mexico, Arizona and National Registry EMS protocols and scope of practice.
5. Experience with training pre-hospital staff.
6. Preferred experience and certification in Incident Management and National Incident Management System and Mass Casualty.

VI. REIMBURSEABLE COSTS

1. Travel Per Diem based on current standard Navajo Nation Travel rates.

VIII. REQUIREMENTS

1. Maintain and possess proof of Malpractice and General Liability Insurance as required by the Navajo Nation.
2. Possess a valid Medical Doctor or Doctor of Osteopathy Medicine license.
3. Possess a valid state driver's license.
4. Possess a Paramedic license

5. Maintain current automobile liability insurance.
6. Other certifications upon request.
7. A favorable background investigation is required.