

**REQUEST FOR QUALIFICATIONS  
BID NO. 23-05-3022LE**

Date: June 21, 2023

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services –  
BEHAVIORAL/MENTAL HEALTH SUBCONTRACTED SERVICES (Tuba City OTC)**

Project Schedule:

Advertisement of RFQ	June 26, 2023 – July 7, 2023
Requests for Information Due Date	July 14, 2023
Bid Due Date	July 21, 2023 by 5:00pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Qualifications at their discretion. All questions pertaining to the contents of this RFQ as a respondent can contact via Dr. Michelle Brandser, Health Services Administrator, at [mbrandser@navajo-nsn.gov](mailto:mbrandser@navajo-nsn.gov) and/or Tanya Sheperd, Senior Programs & Projects Specialist at [tlsheperd@navajo-nsn.gov](mailto: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 vendor name clearly marked on the outside of the envelope; indicate the following:**

RFQ BID NO. 23-05-3022LE NNDBMHS  
BEHAVIORAL/MENTAL HEALTH  
SUBCONTRACTED SERVICES (TUBA CITY OTC)  
DO NOT OPEN-BID PROPOSAL

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFQ

### 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.

### 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 a minimum of five (5) years' experience and history with providing subject-area knowledge and the described services
2. Extensive background and knowledge of providing clinical services, administrative services and clinical supervision.
3. Vendor must be licensed as facility or independent by respective licensing entity within Arizona, New Mexico, Colorado and/or Utah.
4. Vendor 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 RFQ.

### 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/consultant qualifications and subject-area experience. Include references and copies of licenses
3. Scope of Work detailed in the RFQ; organization/consultant must be able to provide listed services and demonstrate ability
4. Sample weekly/monthly schedule to provide proposed services on scope of work
5. Copies of licenses, insurance certificates, and other relevant documents.
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.

### VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
  - a. Proposal Content and Organization: (5 points)
  - b. Qualifications, licensure, and work experience. (55 points)
  - c. Scope of work with sample weekly/monthly schedule (20 points)
  - d. 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. A virtual interview will be scheduled based on availability. It is the DBMHS's intention to award one (1) vendor/consultant 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. Organization/consultant will be requested to provide multi-year services for DBMHS dependent on performance appraisal and annual review.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Dr. Michelle Brandser, 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](mailto:mbrandser@navajo-nsn.gov) and Ms. Sheperd's email address is [tlsheperd@navajo-nsn.gov](mailto: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 RFQ.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFQ and may issue a subsequent RFQ for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFQ 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 RFQ 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 RFQ.

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**

**Division of Behavioral and Mental Health Services**

**BEHAVIORAL/MENTAL HEALTH SUBCONTRACTED SERVICES (TUBA CITY OTC)**

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) was established in 1987 as the lead agency of behavioral health for the Navajo Nation. DBMHS provides comprehensive substance use treatment to include care coordination, outpatient, prevention and residential services for the Navajo people. DBMHS assures that quality, culturally responsive and competent behavioral and mental health services are readily available and accessible to the Navajo people through effective coordination and development of behavioral health infrastructure. The mission statement is, "Providing Comprehensive Behavioral Health Services for Native Families." The vision statement is "Diné Be'iina' Hoozhoogo Silá," translation: "In the Navajo way of life there is beauty before you."

DBMHS Tuba City Outpatient Treatment Center serves the northwestern portion of the Navajo Nation. The facility implements ASAM Level 1 outpatient and Level 2 Intensive Outpatient treatment services including faith-based, traditional and after-care services. Clinical services include individual, group, and family therapy. The facility is a 6,596 square feet facility with several vacant offices for personnel to work out of to provide requested services. The facility does have wi-fi capabilities.

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) will accept statement of qualifications from qualified Behavioral and Mental Health organizations/consultants to assist DBMHS with delivery of clinical treatment services (individual, group, and family counseling) and case management services at treatment centers based on needs of Tuba City Outpatient Treatment Center.

The determination of whether an organization/consultant is deemed qualified will be based on the following criteria:

- 1) Ability to provide clinical services (individual, family, and group) with telehealth or hybrid in-person setting at DBMHS outpatient treatment services
- 2) Ability to provide clinical supervision with telehealth or hybrid in-person setting
- 3) Demonstrate ability to document, process, and provide quality assurance oversight of third-party reimbursement for treatment services using DBMHS electronic health record, and
- 4) Knowledge of the Navajo Nation or indigenous population
- 5) Minimum Licensure Requirements (facility and individual)
  - a. Independently Licensed Masters or Doctorate Level Clinician
- 6) Organization/consultant will be required to coordinate and collaborate with treatment center clinical personnel regarding treatment plan, case staffing, coordination of care, billing and other important aspect(s) of clinical services.

*END SCOPE OF WORK*