

REQUEST FOR PROPOSALS
ADDENDUM #1 Bid No. 24-11-3518-SB
DUE DATE: January 17, 2025

PROPOSAL DUE DATE: 4:00 PM MST [January 17, 2025](#)

DESCRIPTION: Division of Aging and Long-Term Care Support (DALTCS) is seeking Proposals from qualified, certified vendors to provide Caregiver Respite Care Provider services. The caregiver respite care providers services will be for an estimated eighty-one (81) Senior Centers located in five (5) Agencies – Chinle, AZ, Crownpoint, NM, Ft. Defiance, NM, Shiprock, NM and Tuba City, AZ.

Bid Number: Addendum #1 24-11-3518-SB

Contact Person: Geraldine Brown, Caregiver Resource Specialist
Email Address: Geraldine.Brown@navajo-nsn.gov
Phone: (928) 871-6964

RETURN RESPONSES TO :

Mailing Address : Division of Aging and Long-Term Care Support
PO Box 1390
Window Rock, AZ 86515
ATTN: Geraldine Brown
Bid No. 24-11-3518-SB

Physical Address : Division of Aging and Long-Term Care Support
Attn: Geraldine Brown, Caregiver Resources
Specialist
Department of Health
Administration Building 2 #2296
Window Rock, AZ, 86515
Bid No. 24-11-3518-SB

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Please Submit Four (4) sets of your Proposal

SECTION 1

A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondents should also provide technical information of delivery of services required in this Request for Proposal (RFP).

B. SCOPE OF WORK:

Navajo Nation Division of Aging and Long-Term Care Support is accepting proposals from qualified, certified vendors to provide Caregiver Respite Care Provider services. The Caregiver Respite Care Provider services will be for an estimated eighty-one (81) Senior Centers located in five (5) Agencies –Crownpoint, NM, Shiprock, NM, Chinle, AZ, Ft. Defiance, AZ and Tuba City, AZ.

LOCATION of eighty-one (81) Navajo Senior Centers: See attached “Exhibit A”.

Consultant shall be responsible for the following:

1. Respite Care Support and Services: Respite Care means intermittent or regularly scheduled temporary, non-medical care supervision provided in the consumer’s own home, community senior center or community senior center sponsored event, and designed to do all the following:
 - a. Assist family members to care for the elder consumer at home.
 - b. Provide appropriate care and supervision to protect the elder consumer’s safety in the absence of family members.
 - c. Relieve family members from the constantly demanding responsibility of caring for a consumer; and
 - d. Attend to the consumer’s basic self-help needs and other activities of daily living, including interaction, socialization, and continuation of usual daily routines which would ordinarily be performed by the family member.
 - e. The rate range will be \$13.00 - \$21.00 per client per hour; the hourly rate will be pro-rated for services provided by two or more individuals at the same time. Respite care services will not exceed 40 hours per family per month enrolled with NN DALTCS.

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2. Provide respite care services for the eligible (eligibility in accordance with Older Americans Act (OAA) Title VI, Part C, requirements), informal family caregiver, not for the elder who needs care.
3. Vendor will provide trained, certified, and mentally stable respite care providers and related supplemental support (supplemental support, on a limited basis, to complement the care instruction and coordination with the vendor and NN DALTC).
4. Vendor will ensure respite care providers are cleared of background clearances with the applicable state of residence (AZ, NM, UT) Departments of Public Services.
5. Vendor respite care providers will enable family caregivers to be temporarily relieved from their care giving responsibilities for the Navajo Senior Center Elders participating in the Navajo Division of Aging and Long-Term Care Support Program.
6. Vendor will provide respite care to eligible Grandparents raising Grandchildren, and eligible older individuals providing care to individuals with severe disabilities, including children.
7. Vendor will provide monthly service reports to NN DALTCS that describe services provided using DALTCS “Family Caregiver Support Log”, and any identified forms as required.
8. Vendor will include/invite the family caregiver in any training provided to the vendor’s respite caregivers.
9. Vendor will contact the NN DALTCS’ Caregiver Resource Specialist if issues arise in the respite care service delivery and implementation.
10. Vendor will cap travel mileage to respite caregiver travel at 50 miles, one-way at the Navajo Nation mileage rate of \$0.67/mile.
11. If needed and applicable, Vendor will be required to provide training and technical assistance in establishing the Caregiver Respite Program case management, which includes policies, procedures, eligibility, monitoring services and expenditure, and reporting.

Navajo Nation Senior Centers and/or Caregiver Resource Specialist, shall be responsible for the following:

1. Ensure eligible elder consumers enroll in the senior center using the Arizona Standardized Client Assessment Plan (ASCAT) and input into data tracking system.
2. DALTCS will complete the eligibility process, unless technical assistance is needed from the vendor.
3. Ensure respite care providers are vetted for positive background clearances.
4. Ensure respite care providers are knowledgeable on program plan on caregiver needs assessments for respite services.
5. Ensure respite care referrals are appropriate for services needed and funds availability.
6. Ensure outreach and referrals are conducted for enrollment of elder consumers.
7. Ensure maintenance of records of services/support provided by vendor.
8. Ensure respite care consumers’ annual client satisfaction surveys.

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9. Ensure and provide analysis of respite caregiver complaints.
10. Ensure vendor staff qualifications and training.
11. Ensure vendor and DALTCS review of best practice by vendor submitting monthly reports for reviews.

RFP Submittal Deadline:

All RBPs must be received/mailed/or physically delivered by **January 17, 2025, 4:00 PM MST** and must be mailed or physically delivered to:

Division of Aging and Long-Term Care Support
PO Box 1390
Window Rock, AZ, 86515
Department of Health
Division of Aging and Long-Term Care Support
Administration Building 2 #2296
Window Rock, AZ, 86515

SCHEDULE OF ACTIVITES	DEADLINE
1. Public Adverstisement Begins	December 3, 2024
2. Proposals sent to vendors on listing	December 3, 2024
3. Pre-proposal meeting at 10:00am via Zoom	December 19, 2024
4. Advertisement closing date	January 10, 2025
5. Proposal Due Date	January 17, 2025
6. Opening of Proposal and Evaluation by Review Team on or by	January 17, 2025
7. Award date for contract on or by Pending Legislative Review-164 process	January 17, 2025

SECTION II

The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9 (Attached)
3. Home Care Licensed, bonded, and current Certificate of Liability Insurance.

A. Proposal Format

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1. Respondent(s) must indicate (On the Bid Package Envelope) if they are priority one or two vendor with the Navajo Nation.
 2. Proposals submittal should be plastic or metal spiral-bound only. **Please do not submit loose paper, these will be considered unresponsive and will be unrated. No folders required, just spiral-bound proposals.** Larger paper is permissible for charts, maps, or the like.
 3. An original RFP Response and four (4) copies must be provided in a sealed envelope.
 4. The proposal must be organized and indexed in the following format:
 - a. A letter of transmittal
 - b. Statement of Qualifications
 - c. Proposal on Contract approach
 - d. Proposed Cost (Sealed in a Separate Envelope)
 5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company.
 - b. Identify the name of the person responding to the RFP.
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s).
 - d. Explicitly indicate acceptance of the conditions governing this procurement.
 - e. Signed by the person responding to the RFP.
 - f. Acknowledge receipt of all amendments to the RFP.
 6. The respondent must submit a statement of qualifications to include:
 - a. A resume of key staff only.
 - b. Number of years of experience working with the Navajo Nation Government or other government entities.
 - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe in detail, the quality, quantity, and substance of services provided.
 - d. The respondent must provide a Certificate of Liability Insurance.
 7. Respondent must provide proposal on contract approach.
 - a. Provide in detail how they would accomplish the objectives described in the scope of work.
 - b. Provide number of employees in the company/organization.
 - c. Provide Resume & Credentials of Management Staff, including Certificates, Diploma and/or Degrees.
 8. Respondents must provide a **DETAILED COST** for all services, i.e., Intake, Respite Care Services, Background Checks, Training, Mileage, Operating Cost, etc.
- B. REJECTION OF PROPOSALS:** The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.

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- C. PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation Laws and Regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of the Navajo Nation procurement regulations.
- D. INQUIRES:** Any inquiries regarding this RFP should be submitted in writing to Geraldine Brown, Caregiver Resources Specialist. Only written responses to questions will be considered official. Questions will be directed to Geraldine Brown. at 928-871-6964 or email at geraldine.brown@navajo-nsn.gov. **Questions regarding this procurement will be accepted until 5:00 PM on January 10, 2025.**
- E. AMENDED PROPOSALS:** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- F. PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 PM MST [January 17, 2024, by 5:00 p.m.](#) Respondent who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. **Late proposals will not be accepted.**
- G. REJECTION OF PROPOSALS:** Navajo Division of Aging and Long-Term Care Support reserves the right to reject all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the Navajo DALTCS Health Service Administrator determines it is in the best interest of the Navajo Nation.
- H. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word “proprietary” or “confidential.”
- I. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding the RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by Navajo DALTCS and may be reviewed by any person after final selection has been made. Navajo DALTCS has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

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J. INCURRING COSTS: Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the respondent.

K. SUFFICIENT APPROPRIATION: A contract awarded because of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

L. EVALUATION PROCEDURES AND SELECTION CRITERIA:

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the 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 respondent to execute the contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of Navajo DALTCS. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the respondent who best meets the objective. If there is only one responsive bid, the Navajo DALTCS Health Service Administrator may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by an evaluation team in the selection process for contract award.

Initial Point Criteria:

- | | |
|---------------------------------------|-------------|
| a. Presentation of Response | 1-20 points |
| Completeness | |
| Clarity of Presentation | |
| Organization of Presentation | |
| Understanding Navajo DALTCS Objective | |
| b. Statement of Qualifications | 1-20 points |
| List of three (3) Client References | |
| Related Experience | |
| Education – Credentials | |
| c. Technical Requirements | 1-20 points |
| Project description | |
| Project accomplishments | |
| d. Project Management | 1-20 points |
| Project Management Experience | |

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Schedule/Project Plan		
Staffing		
e. Cost of Service		1-20 points
Total possible points	=	100 points

M. PRIORITY ONE OR TWO: Bidders will be required to mark on the outside of the sealed proposal package, their priority status under the Navajo Nation Business Opportunity Act. This is the bidder's responsibility to identify themselves as certified.

N. TAX: All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the six (6%) Navajo Sales Tax at the prevailing rate, on gross receipt for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq., as amended from time to time, except that work performed within the To'Nanees'Dizi Local Government ("Tuba City Chapter") or the Kayenta Township is subject to their respective local sales taxes amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§ 150 et seq.

O. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

See Attachments

1. List of 81 Senior Centers
2. Addendum Acknowledgement

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Exhibit A List of 81 Senior Centers

Fort Defiance Agency Senior Center Name	State
1. Crystal	New Mexico
2. Fort Defiance	Arizona
3. Ganado	Arizona
4. Indian Wells	Arizona
5. Jeddito	Arizona
6. Lupton	Arizona
7. Mexican Springs	New Mexico
8. Nahata Dzil	Arizona
9. Naschitti	New Mexico
10. Sawmill	Arizona
11. Sheepsprings	New Mexico
12. St Michaels	Arizona
13. Teesto	Arizona
14. Tohatchi	New Mexico
15. Twin Lakes	New Mexico
16. Coyote Canyon	New Mexico
17. Rock Springs	New Mexico
18. White Cone	Arizona

Chinle Agency Senior Center Name	State
19. Blue Gap	Arizona
20. Chinle	Arizona
21. Cottonwood	Arizona
22. Forest Lake	Arizona
23. Hardrock	Arizona
24. Low Mountain	Arizona
25. Lukachukai	Arizona
26. Many Farms	Arizona
27. Nazlini	Arizona

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28. Pinon	Arizona
29. Rock Point	Arizona
30. Rough Rock	Arizona
31. Round Rock	Arizona
32. Tsaile	Arizona
33. Whippoorwill	Arizona

Crownpoint Agency Senior Center Name	State
34. Alamo	New Mexico
35. Baca	New Mexico
36. Breadsprings	New Mexico
37. Casamero Lake	New Mexico
38. Chichiltah	New Mexico
39. Church Rock	New Mexico
40. Crownpoint	New Mexico
41. Iyanbito	New Mexico
42. Lake Valley	New Mexico
43. Nahodishgish	New Mexico
44. Ojo Encino	New Mexico
45. Pinedale	New Mexico
46. Pueblo Pintado	New Mexico
47. Red Rock	New Mexico
48. Smith Lake	New Mexico
49. Standing Rock	New Mexico
50. Thoreau	New Mexico
51. Tohajiilee	New Mexico
52. Torreon	New Mexico
53. Whitehorse Lake	New Mexico

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Shiprock Agency Senior Center Name	State
54.Aneth	Utah
55.Beclabito	Arizona
56.Cove	Arizona
57.Cudei	New Mexico
58.Hogback	New Mexico
59.Huerfano	New Mexico
60.Nageezi	New Mexico
61.Newcomb	New Mexico
62.Red Mesa	New Mexico
63.Sanostee	New Mexico
64.Shiprock	New Mexico
65.Sweetwater	Arizona
66.Teec Nos Pos	Arizona
67.Two Grey Hills	New Mexico
68.Upper Fruitland	New Mexico

Tuba City Senior Center Name	State
69.Bird Springs	Arizona
70.Camero	Arizona
71.Dennehotso	Arizona
72.Inscription House	Arizona
73.Kaibeto	Arizona
74.LeChee/Coppermine	Arizona
75.Leupp	Arizona
76.Navajo Mountain	Arizona
77.Oliato	Arizona
78.Tolani Lake	Arizona
79.Tonalea	Arizona

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80.Tuba City	Arizona
81. Kayenta	Arizona

Exhibit B.

Addendum Acknowledgement Addendum:

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFP and attachments, and any data and reference items identified in the RFP documents, and hereby acknowledges receipt of the following Addenda:*

Addendum No:

Addendum Date:

1. Bid No.24-11-3518-SB

Due January 17, 2025, (in blue)

Respondent will complete the Work in accordance with the Contract Documents for the following price(s):

Respondent's Acknowledgement Signature:

Name and Title

Company Name