

REQUEST FOR PROPOSALS

BID No. 25-11-3934SB

SCOPE OF SERVICES

Interim Public Health Nursing Staff

1. Introduction

The Navajo Public Health Nursing (NPHN) Program seeks proposals from staffing agencies for interim public health nursing staff for a **three (3) years** period, as detailed herein.

2. Background

Founded in 1982 by resolution of the Navajo Nation (Nation) Council, NPHN was established within the Division of Public Health Services under the Navajo Department of Health (NDOH). NPHN offers public health nursing services in diverse settings such as homes, workplaces, schools, and community settings like chapter houses and senior centers. The program operates in a rural region encompassing seven-chapter communities: Kayenta, Chilchinbeto, Dennehotso, Oljato, Shonto, Inscription House, and Navajo Mountain (Arizona and Utah). NPHN covers roughly 20,000 square miles with an estimated 2024 population of 18,000 to 20,000.

3. Purpose

The main goal of the program is to deliver high-quality Public Health Nursing care focused on health promotion, disease prevention, health maintenance, and restoring well-being for Navajo individuals and families within the NPHN/Indian Health Services (IHS) Kayenta Service Unit.

The program aims to offer comprehensive public health services and education, collaborating with other resources to improve the health status of Navajo communities to levels comparable with the general United States population.

4. Scope of Services

- a. Consultant shall provide interim and as-needed public health nursing staff, using NPHN's equipment and supplies.
- b. Consultant shall respond to medical referrals, child and family support needs, health assessments, immunizations, health promotion and education, school health screenings, care for chronic or acute health conditions, services for the elderly or disabled, inter-facility transfers, and mutual aid requests. Additional activities include large events such as fairs, health fairs, marathons, parades, standbys, and disaster responses.
- c. The Consultant shall hold periodic meetings with the NDOH and NPHN representatives to ensure effective collaboration.

- d. Consultant shall comply with NPHN Standard Operating Procedures, daily procedures, and scope of work.
- e. Consultant must be or become eligible for licensure/certification as a Registered Nurse in Arizona, New Mexico, or Utah. Certification in IS-700 Introduction to NIMS, ICS 100 Introduction to Incident Command, and ICS-200 Basic Incident Command. Consultant shall be certified in Basic Life Support CPR, and AED is required.
- f. Consultant may operate under their own Medical Director's license.
- g. Consultant will ensure vehicle maintenance, cleaning, and stocking conform to NPHN check-off forms, with monthly inspections documented.
- h. Consultant shall provide uniforms in conformance with NPHN/IHS uniform requirements/standards.
- i. Consultant shall update the Electronic Health Record (EHR) immediately after each referral, and paper reports must be secured according to HIPAA.
- j. The NPHN may request the Consultant to perform equipment maintenance and building/quarters cleanup.
- k. NPHN may provide lodging/quarters for the Consultant at designated NPHN sites, where applicable.
- l. NPHN sites are located in Kayenta and Inscription House communities in Arizona.
- m. The Consultant must comply with all training requirements set by the Nation and IHS.

5. Cost Proposal Requirements

- a. Transparent pricing model that is customizable to NPHN operational needs for nursing services on a standard, full-time schedule (9/80), Monday to Friday from 8 AM to 5 PM with an hour lunch break from 12 PM to 1 PM.
- b. Fee structure, including any tiered pricing or volume discounts.
- c. Identify fee structure for three (3) years, 2025-2028.

6. Other

- a. Consultant shall purchase and maintain sufficient insurance
- b. Consultant is subject to background investigation and reference checks