

**REQUEST FOR PROPOSAL
RE-BID NO. 22-09-2888KS**

October 5, 2022

Project Title: Navajo Department of Health – Navajo Epidemiology Center Data Warehousing

Project Schedule:

Advertisement of RFP	October 7, 2022, to November 4, 2022
Request for Information Due Date	October 28, 2022
Bid Due Date	November 4, 2022

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via Delores Becenti, Delegated Senior Epidemiologist/SPPS – deloresbecenti@navajo-nsn.gov and/or Rochelle Tabaha, Contract Analyst – rochelle.tabaha@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
Navajo Epidemiology Center
Attention: Rochelle Tabaha, Contract Analyst
Administration Building #2
Window Rock Blvd
P.O. Box 1390
Window Rock, Arizona 86515

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:

**RFP RE-BID NO. 22-09-2888KS
Navajo Epidemiology Center
Data Visualization and Management
DO NOT OPEN – BID PROPOSAL**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Department of Health seeks to improve the availability of data for public health and emergency response services in relation to the infectious disease pandemic caused by COVID-19 through implementing a COVID-19 data warehouse and data management system.

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 REQUIREMENT

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 with providing the described services to provide subject-area knowledge.
2. Consultant must have experience with Navajo Nation, State, and Federal law and regulations surrounding data collection, protection, analysis and governance.
3. Consultant 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 Regulations and Policies for DHHS Non-Research Grant and Cooperative Agreements.

IV. SCOPE OF WORK (see attachment)

V. REQUIREMENTS

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

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 refer to the cost in this letter.
2. Organization qualifications and subject-area experience. Include reference.
3. Detailed Scope of Work and methodology with description of services.
4. Detailed Resume and experience of consultant credentials.
5. Schedule and proposed time frame of services
6. Copies of licenses, certifications, insurance certifications, and other relevant documents.
7. Costs to be submitted in a separate sealed envelope. (*Detailed breakdown of all associated and applicable costs*)

8. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirements, 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. Scope of work with description of services (30 points)
 - c. Schedule and proposed time frame for services (15 points)
 - d. Qualifications, credentials, and work experience (25 points)
 - e. Navajo Preference (5 points)
 - f. Cost (separate sealed envelope) (20 points)
2. Applicable Federal Requirements
3. The Navajo Epidemiology Center department 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 presentation will be scheduled based on availability. It is the NEC intention to award one (1) vendor 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.

X. TECHNICAL DIRECTION

Contact the Navajo Nation – Navajo Epidemiology Center point of contacts Delores Becenti, Delegated Sr. Epidemiologist or Rochelle Tabaha, Contract Analyst for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Ms. Delores Becenti email is deloresbecenti@navajo-nsn.gov and Ms. Rochelle Tabaha email is rochelle.tabaha@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 RFP.

XIII. 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, and

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 law 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.

XIV. Other

SCOPE OF WORK

Navajo Epidemiology Center Data Visualization and Management

Overview

As part of the Navajo Department of Health (NDOH) COVID-19 response, the Navajo Department of Health and the Navajo Epidemiology Center will become the single source of truth for Navajo Nation COVID-19 data. This work will further support other public health data and management for the Navajo Nation public health infrastructure. Work and services to be provided will be for data warehousing and implementation activities of data management for development of internal and publicly available data dashboards, and reports. This work will be conducted on a new Microsoft Azure data warehouse, a cloud-based server provided by another contractor;

- Implementation activities include
 - Update a current COVID-19 data dictionary, data definitions, schema and metadata being used for the current line list and other external datasets.
 - Create data connections or linkages where appropriate to reconcile and de-duplicate COVID-19 datasets from multiple data sources of varying degrees of detail.
 - Create a COVID-19 data flow documentation and procedures between disparate data sources.
 - Work with subject matter experts in epidemiology, public health informatics, and/or statisticians to provide accurate analysis, procedures and documentation for all reported elements, metrics and indicators.
 - Where possible, implement data flow for automation and streamlined processing through programming, software, or manual processing or data collection. Data migration or translation of programming or codes may be needed to accomplish a successful data flow.
 - Work with data sources to understand limitations, governance and documenting the limitations and disclosures.

- Where applicable, recognize and implement data sovereignty for the Navajo Nation while working with data sources and data sharing.
- Assist the Navajo Epidemiology Center in providing solutions to multi-jurisdictional and agency data issues to provide a comprehensive and centralized COVID-19 data source for all stakeholders.
- Assist the Navajo Epidemiology Center in creating a data governance, and data access policy with confidentiality and use conditions for the Navajo Dept. of Health and the Navajo Epidemiology Center.
- Assist the Navajo Epidemiology Center in archiving procedures, methods and documentation.
- Assist in COVID-19 data migration and processing to a new cloud-based platform for data management. This includes current analysis and metrics currently reported to stakeholders and a public dashboard.
- Deliver a Navajo Nation COVID-19 Data Model describing and documenting the data structure, data flow and any transformations, formulas, methods, and calculations.

I. SCOPE OF WORK

In order to facilitate the data processing and management of all data elements required of dashboards, preliminary work will need to be conducted for all data sets feeding the dashboards. Ultimately a comprehensive and centralized data source, complete with a streamlined and automated process, is needed. The scope of work also includes data migration from stand-alone computers, laptops, Software-as-a-Service (SaaS) online servers and portable drives of COVID datasets. Datasets for this Scope of Work includes Indian Health Services (IHS) and tribal health organization (THO) facility data for COVID/infectious diseases and surveillance data, Navajo Epidemiology Center and IHS COVID Line Lists, and Department of Health COVID datasets (New Mexico, Arizona, Utah, and the Navajo Nation). The preliminary work will include and is not limited to the following;

1. Defining the Data: There are many subject matter experts (SME) recommending definitions and metrics for COVID-19 epidemiology such as the Center for Disease Control, Council of State and Territorial Epidemiologists, Indian Health Services, and State SMEs.
 - a. A complete metadata, data dictionary, data diagram, data definitions and data model or schema accurately defining all data elements, metrics, methods, codes and calculations will need to be developed to provide definitions to users and define appropriate calculations for analysis and documentations and flowchart.
 - b. Consolidate all definitions and purposes of data to resolve data discrepancies in multiple and disparate data sources and provide a unified dataset for use across all outputs (i.e. dashboards and reports) and analysis.
 - c. Identify additional data elements, data capture, and/or metrics for the most effective output or analysis including dashboards provided for public and internal consumption.

- d. Identify metrics that may need manual reporting from health care facilities or other reporting entities. Create efficient and effective forms in selected data collection platform, and connect to data flow as in steps above. Consideration of reporting burden for data collection from entities is important.
2. Validating the Data: To provide a most accurate and precise data and information for driving decisions at the local and leadership level, a validation processing will be needed.
 - a. Identify data validation techniques (technical and programming) controls (data entry, users, and data analysis controls) and input procedures (application control of what can be entered) will be needed at each point of data entry, analysis and output.
 - b. Quality assurance and quality control process and procedures to be developed to “clean” data before data outputs. Included in this process, is the need to meet and maintain data governance policies and procedures for HIPAA and Privacy Act regulations for the exchange of data between Navajo Nation, States, and Federal datasets.
 - c. Review current data elements for duplication. Identify duplicate data collection efforts and review for possible elimination of one to reduce inefficient data collection and processing.
 - d. Identify and provide analysis of internal performance metrics for reporting sources identified from data sources.
3. Navajo Department of Health and Navajo Epidemiology Center Employee/Staff training and written standard operation procedures (SOP), and protocols for all steps into data management of COVID-19
4. Provide the Navajo Epidemiology Center COVID-19 Data Management Plan a thorough documentation of data inventory and definitions, other metadata, data model and schema, a QA/QC plan, a communication plan, and a data access and security plan.
5. Where needed and applicable, work will be conducted with the contractor managing the databases for Navajo Epidemiology Center.
6. Other data strategies to be developed include communicating external distribution of disease and internal spatial analytics of disease.

END SCOPE OF WORK

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name

Name of individual signing on Applicant's behalf (print)

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

