

REQUEST FOR PROPOSALS

ADDENDUM BID NO. 25-11-3934SB

PROPOSAL DUE DATE : **January 5, 2026**

DESCRIPTION : **INTERIM PUBLIC HEALTH NURSING STAFF**

CONTACT PERSON : **NAVAJO PUBLIC HEALTH NURSING**
NAVAJO DEPARTMENT OF HEALTH
TELEPHONE NO. (928) 697-4044
EMAIL: sheilaking@navajo-nsn.gov

RETURN ALL RESPONSES TO :

DELIVER TO (PHYSICAL) : **THE NAVAJO NATION**
****PREFERRED**** **PURCHASING SERVICES DEPARTMENT**
1st Floor, Administration Building #1
WINDOW ROCK, ARIZONA 86515
ATTN: Sharon Belone
TELEPHONE NO. (928) 871-6316
***NOTE: THE BID NUMBER AND THE VENDOR MUST**
BE INDICATED ON THE OUTSIDE OF THE PACKAGE
(UPS, FEDEX).

MAIL TO (USPS) : **THE NAVAJO NATION**
PURCHASING SERVICE DEPARTMENT
POST OFFICE BOX 3150
WINDOW ROCK, ARIZONA 86515
ATTN: Sharon Belone
TELEPHONE NO. (928) 871-6316
***NOTE: THE BID NUMBER AND THE VENDOR MUST**
BE INDICATED ON THE OUTSIDE OF THE PACKAGE
(USPS).

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 3150, 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 that 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
RFPs and Advertisements (nnooc.org) | December 18, 23, 30, 2025 |
| 2. Prospective respondents inquire 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 or in writing. | January 5, 2026, at 5:00 p.m. |
| 3. Due date for proposal | January 13, 2026 |
| 4. Opening of proposals and evaluation | January 15, 2026 |
| 5. Award date for contract | January 20, 2026 |

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

**THE NAVAJO NATION
PURCHASING SERVICES DEPARTMENT
POST OFFICE BOX 3150
WINDOW ROCK, ARIZONA 86515
ATTN: Sharon Belone
TELEPHONE (928) 871-6316**

Note: Please mark on the outside of the envelope or subject line of email – **Interim Public Health Nursing Staff**

- 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 that they be sent by certified/priority mail with tracking to the physical address indicated on the cover sheet of this RFP.
- G. 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.
- H. 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 Services department before the date and time specified.
- I. REJECTION OF PROPOSALS:** The Purchasing Services Department reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- J. 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. Every page of the proprietary material must be labeled or identified with the word "proprietary".
- K. 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 a file and may be reviewed by any person after final selection has been made, subject to Paragraph K above. The Purchasing Services Department 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.
- L. INCURRING COSTS:** The Navajo Nation Purchasing Service Department is not liable for any cost incurred by the bidders before issuance of an agreement, contract, and/or purchase order.
- M. 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 purchase agreement, 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 Services Department reserves the right to pursue appropriate legal action in the above set of circumstances.

N. 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 Services Department. 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 selection process for contract award. The technical proposal factors will be rated on a scale of 10-100, with weight relations as stated below:

<u>Technical Proposal Factors:</u>	<u>Possible Points:</u>
<u>Device Specifications</u> Offeror's meeting the minimum specifications and requirements as listed in Section III herein	35
<u>Qualifications of Firm</u> Offeror's qualifications, including work on similar projects, experience of personnel	25
<u>Quality, Accuracy, and Completeness of the Proposal</u> The quality, accuracy, and completeness of the Offeror's proposal in response to the RFP specifications and requirements.	10
<u>Cost</u> The price offered is responsive to the RFP requirements and Instructions, and is realistic with respect to specifications and requirements.	30

TOTAL: 100

- O. 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.

- P. RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposal received in response to this RFP.
- Q. 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 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. Navajo Business Opportunity Act, 5 NNC will apply.
- R. ALTERNATE PROPOSALS:** Alternate proposals will not be accepted and will be deemed non-responsive.

SECTION II

PROPOSAL FORMAT AND ORGANIZATION

A. NUMBER OF COPIES

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 at a minimum all list items in the sequence indicated.

- a. Table of Contents
- b. Letter of Transmittal
- c. Cost Proposal
- d. Response to the Specifications request
- e. Professional References (List of similar services provided by the Offeror to tribal governments, enterprises, preferably organizations within a 75-mile radius of the Navajo Nation within the last five (5) years)
- f. Certifications/Licenses (i.e., manufacturer, Business), if any.

- g. Credentials (W-9, 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 that 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 obligate the organization contractually;
- 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 the person to be contacted for clarification;
- f. Be signed by the person authorized to obligate the organization contractually; and
- g. Acknowledge receipt of any and all amendments to the RFP.

SECTION III

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. Respondents must follow the specifications outlined in this section (Section III). All proposals must be completed in the format specified in Section II.

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 like 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 (BLS) CPR, and an 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 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, 2026-2029.

6. Other

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

Applicable taxes shall be identified with the cost proposal. All work performed and delivered on the Navajo Nation is subject to 6% - Navajo Nation Sales Tax.