

Greasewood Springs Community School

HC58, Box 60
Ganado, AZ 86505

THIS IS AN OFFICIAL REQUEST FOR PROPOSALS
FOR SUPPLYING BEHAVIORAL COUNSELING SERVICES
FOR HOMELIVING STUDENTS

DUE DATE AND TIME: 4:30 P.M. (MDT), April 12, 2024

NAVAJO/INDIAN PREFERENCE

NAVAJO, INDIAN, MINORITY AND WOMEN'S FIRMS OR
BUSINESS ENTERPRISES ARE ENCOURAGED TO SUBMIT
PROPOSALS

Request for Proposals for Residential Behavioral Counseling Services

In accordance with its Policies and Procedure Manual, Greasewood Springs Community School, Inc. (hereinafter the “School”) will receive sealed proposals from all entities (hereinafter “Offerors”) capable of providing services described herein under the terms and conditions set forth herein. Navajo and Indian-owned organizations and enterprises and Navajo businesses currently certified under the Navajo Business Preference Law are especially encouraged to submit proposals. The project is identified as supplying Behavioral Counseling Services for Homeliving Students (hereinafter the “Project”). This Project includes providing part-time professional, qualified, competent behavioral and counseling services, pursuant to 25 C.F.R. § 36.42 and 10 N.N.C. § 116, for approximately **60** Homeliving students in Grades **K – 8th grade** under the terms and conditions set forth herein.

This procurement will comply with the Navajo Nation Supreme Court decision in *Iiná Bá, Inc. v. Navajo Business Regulatory*, No. SC-CV-60-10 (Nav. Sup. Ct. May 15, 2014). Navajo and Native American preference will be given to “certified” Navajo-owned or Native American-owned businesses as identified and explained in *Iiná Bá, Inc.*

The closing date for the acceptance of proposals is 4:30 p.m. (MDT) on April 12, 2024. Said proposals must be received by Greasewood Springs Community School prior to that date and time. **Sealed proposals** shall be opened on April 15, 2024, at the Greasewood Springs Community School Administration Office, HC 58, Box 60, Ganado, Arizona 86505. The School reserves the right to accept or reject any or all proposals and to waive any formalities or minor inconsistencies.

SCOPE OF WORK AND/OR DESIRED SERVICES

General. The scope of the services to be provided under these proposals is providing part-time professional, qualified, competent culturally sensitive behavioral and counseling services, pursuant to 25 C.F.R. § 36.42 and 10 N.N.C. § 116 to Greasewood Springs Community School Homeliving students. The primary intent of this RFP is to identify a single source to provide all of the needed services; however, the School reserves the right to make split awards, one award or multiple awards. The position will require applicable state certification and License level of academic training. The Offerors shall provide and include all transportation and services necessary for the delivery of the services. For clarification of the RFP requirements, please contact Lisa Byjoe, Business Manager, at the address above or by phone at (928) 654-3331 ext. 2228 or (928) 206-9449.

Desired Services. The desired services (DS) would consist of the following for approximately **30** Homeliving students in **Grades 1st – 8th**:

- Part-time professional, qualified, competent, culturally sensitive behavioral counseling services to include:
 - Services concerned with physical, social, emotional, intellectual, vocational, and cultural growth for each individual.
 - Familiarity with the unique tribal, social, and economic characteristics of students.
 - Implementation of a counseling program that shall contain the following:
 - A written referral procedure;
 - Counseling techniques and documentation procedures to provide for the career, academic, social, and personal needs of the students which are based on the cultural beliefs and values of the students being served;
 - Preventative and crisis counseling on both individual and group bases;
 - Confidentiality and security of counseling records for each student; and
 - Design and implementation of orientation programs to facilitate the pupil's transition from elementary to junior high/middle school and from junior high/middle school to high school.
 - An awareness of Navajo culture and tradition, particularly as these relate to individual needs and life circumstances of the students and their families.
 - Services tailored for the linguistically and culturally unique children of the Navajo people.
 - Knowledge and familiarity with the Navajo language, culture and people.
 - Services that address such issues as abuse, neglect, trauma, cultural conflict and lack of school success.
 - Provided by an individual who is a licensed or certified behavioral professional staff, school counselor or social worker.
 - Working with Homeliving students for one to three hours one to two days per week from 6:00 p.m. to 9:00 p.m.
 - Using state of the art evaluation and intervention strategies.
 - Providing information that leads directly to intervention and is useful to teachers and parents.

- Providing in-service training upon request for parents and staff
- Working as a cooperative member of a team to address students' individual needs.
- Facilitating the School's compliance with federal and state law.
- Maintaining records, complete paperwork, and practice effective organizational skills as part of his or her professional responsibilities.

Time Requirements. The Offeror must complete all services provided relative to the Project in a manner and time that ensures compliance with all applicable law.

Additional Costs. All costs, no matter how minimal, related to the delivery and placement of the goods or the performance of services necessary to complete the Project shall be included in the proposal.

INSTRUCTIONS TO OFFERORS

PROPOSAL FORMAT

A fully executed original and three (3) copies of the proposal must be submitted to Greasewood Springs Community School within the time and in the manner set forth herein. The School will make no reimbursement for the cost of development or presenting proposals in response to this RFP. In order to be considered, proposals are to be submitted in the same format (sequence) as outlined below with each section clearly identified. The proposal may not exceed ten (10) pages, which includes any attachments or exhibits.

1. **Title Page.** Each proposal must contain a title page that identifies the RFP and subject and provides the Offeror's name, address and telephone number, the name and title of a contact person, and the date the proposal was submitted.
2. **Table of Contents.** The table of contents of the proposal should include a clear and complete identification of the material submitted by section.
3. **Company Profile and Qualifications.** The following information should be included and referenced in the table of contents of the proposal:
 - A description of the Offeror, firm or organization.
 - A statement of the Offeror's philosophy, policies and services. You may include any special or unique services you plan to provide.
 - Three (3) references (preferably from other Navajo school districts or community schools) for which the Offeror has provided similar services. Include organization name, title or contact person and telephone number.
 - Identify all services that will be provided in-house and those that will be provided by outside consultants and professionals.
 - Listing of personnel that will be directly involved with this Project and brief history of each.
 - Other information that may assist the School in evaluating the Offeror's qualifications.
4. **Listing of Pricing for Individual Items Requested:** The proposals shall include and describe all costs of whatever nature that is associated with each of the specific goods and services that are to be provided.
5. **Estimated Cost of Services:** The proposals shall include an estimated total cost of all goods and services either requested in this RFP or deemed necessary by the Offeror to meet the requirements of this RFP.

EVALUATION CRITERIA

The School will evaluate the proposals and make the award to the responsible Offeror whose offer, conforming to this RFP, would be most advantageous to Greasewood Springs Community School, price and other factors considered. The School may conduct interviews to clarify information received and to assist in the evaluation process. Awards, one, multiple or split, will be based on the following criteria:

- 50 Points: Experience and qualifications.
- 100 Points: Cost proposals for fair and reasonable compensation for the services requested.
- 50 Points: Favorable references.
- 50 Points: For an applicant that provides proof that it is a certified Priority 1 Navajo business. For this criterion to apply, the applicant's proposed rate must be at or below the maximum feasible rate established by the School. If the applicant's hourly rate exceeds the maximum feasible rate established by the School, it will not receive the additional 50 Points, unless all applicants exceed the maximum feasible rate.
- 25 Points: For an applicant that provides proof that it is a certified Priority 2 business. For this criterion to apply, the applicant's proposed rate must be at or below the maximum feasible rate established by the School. If the applicant's hourly rate exceeds the maximum feasible rate established by the School, it will not receive the additional 25 Points, unless all applicants exceed the maximum feasible rate.¹

The School shall be the sole judge of the proposals and application of the above-described criteria. The School reserves the right to accept or reject any or all bids, to waive any formalities or minor inconsistencies, and to make one award, multiple awards, or split awards. The decision of the School is final.

The School has attempted to conduct this procurement in compliance with *Iiná Bá, Inc. v. Navajo Business Regulatory*, No. SC-CV-60-10 (Nav. Sup. Ct. May 15, 2014). In the event that regulations are received from the Navajo Nation Resources and Development Committee or the Business Regulatory Department as directed by the Navajo Supreme Court in *Iiná Bá, Inc.*, those regulations will supersede this RFP where there is a conflict and be used in processing this procurement.

¹ An applicant may only receive Points for being Priority 1 (maximum 50 Points) or Points for being a Priority 2 (maximum 25 Points). An applicant cannot receive both Points for being Priority 1, 50, and Points for being Priority 2, 25. The maximum Points available under the above Navajo Business Preference are 50 Points.

GENERAL INSTRUCTIONS

1. The original proposal must be fully executed by the Offeror or its authorized, designated representative to be valid. The signature of said person must be the actual signature of that person executed in ink and dated. Facsimile signatures are not acceptable. A second party's initialed signature shall not be valid.
2. The proposal shall indicate that the Offeror understands the specific requirements set forth in the RFP and can furnish the materials specified within the times and under the conditions stated.
3. The School may select an Offeror based on the submitted data or pursuant to an appointed selection committee that may interview, meet or otherwise review Offerors and/or confer with other schools or clients of Offeror.
4. If, after the award, the School fails to negotiate and accept an agreement, within a reasonable time, with the Offeror receiving the award, the School may terminate said negotiations by written notice to said Offeror and enter into discussions and agreements with other Offerors or request other proposals.
5. Pursuant to the foregoing, the School shall submit a contract to the Offeror receiving the award pursuant to the procedures set forth herein.
6. If the Offeror fails to perform pursuant to the RFP specifications set forth herein and any contract relative thereto, the contract or agreement pursuant to this RFP may be cancelled upon ten (10) days written notice to the Offeror. The solicitation, award and/or contract are also subject to cancellation in whole or in part if deemed advantageous to the School pursuant to any applicable Navajo or federal laws.
7. The award may not be assigned. It is understood and agreed that the successful Offeror may not assign, transfer, convey, sublet or otherwise dispose of the award and/or contract or Offeror's right, title or interest therein or Offeror's power to execute such contract to any other person, company or entity without prior written consent of the School.
8. Specific terms and conditions of draws and payment will be mutually agreed upon between the successful Offeror and the School. However, in any event, payment will only be made after work or services for which payment is received is completed and proper invoices, as required by the School and/or Navajo and federal law, have been submitted.
9. After the award of the proposal by the School, the basis for the award shall be available for public inspection.

REQUEST FOR PROPOSAL AWARD OR PROTEST

A solicitation protest must be in writing and must be filed with the Business Office of Greasewood Springs Community School Inc. within ten (10) working days prior to the opening date. A protest of the proposed award must be in writing and must be filed with the Business office of the School within ten (10) working days after the date of the award.

The protest must include:

- The name, address and telephone number of the protestor
- The signature of the protestor or its representative
- Identification of the request for competitive proposal
- A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents
- The form of relief requested

Greasewood Springs Community School, Inc. is a School organized under P.L.100-297, and, as such, it is a Navajo Nation entity receiving federal grant funding. All procurements and contracts between the School and vendors/contractors are subject to and shall comply with all rules, regulations, laws and requirements arising from the School's status as P.L.100-297 community school and further requirements set forth in the Terms and Conditions of the School's Grant.

All Offerors shall submit a proposed formal contract for the above described goods and services with their offer and shall within ten (10) days of the award for the goods and services, execute a mutually agreeable formal contract for the provision of the goods and services with Greasewood Springs Community School. If such contract is not executed within the above noted time frame, any award, agreement, offer or other obligation of the School may be terminated and deemed "Void Ab. Initio." at the sole discretion of the School.

This RFP, the services, work and products arising from the RFP and all activities relative to the matters set forth in this RFP must be provided in compliance with applicable federal, Navajo Nation and local rules and regulations, and specifically the standards set forth in 2 C.F.R. § 200.100 *et seq.*

Pursuant to 2 C.F.R. § 200.321, The Navajo Preference in Employment Act and The Navajo Business Preference Act, the School affirms its commitment to encourage Navajo, Indian, minority and women's firms and business enterprises to submit proposals under this RFP, and the School further commits to use said Navajo, Indian, minority and women's firms and business enterprises when possible and as may be required by applicable law. Except for the above-noted conditions, all Offerors will receive consideration without regard to race, color, religion, sex or national origin.

Lucinda Godinez, Principal