



Sage Memorial Hospital

NAVAJO HEALTH FOUNDATION

REQUEST FOR PROPOSAL (RFP)

[Group Home Tenant Improvement]

Owner: Sage Memorial Hospital

Project Location: Ganado, Arizona – Navajo Nation

RFP No.: SMH- CIP 2026.31050

Issue Date: June 15th, 2026

Proposal Due Date: July 7th, 2026, 5pm MST (Local Time)

1. INVITATION TO PROPOSE

Sage Memorial Hospital (“SMH”) is soliciting sealed proposals from qualified firms to provide services for the above-referenced project located within the Navajo Nation.

The detailed technical requirements, specifications, and project description are contained in the **attached Scope of Work (SOW)**. Proposers are responsible for reviewing and complying with all requirements set forth in the attached SOW.

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 email:

Sage Memorial Hospital
Jimmy Hoskie, Construction Project Manager
Jimmy.hoskie@sagememorial.com

All clarifications, RFI's, and questions will be shared with all submitting parties.

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copies) to the following address:

All responses to this bid shall be sent in a **sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:**

DO NOT OPEN
CIP : 2026.31050 – Ganado Group Home
GROUP HOME TENANT IMPROVEMENT RENOVATION
DO NOT OPEN-BID PROPOSAL
NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

Procurement is subject to:

- Navajo Nation Business Opportunity Act (NNBOA)
- Navajo Preference in Employment Act (NEPA)

*Navajo Preference shall apply.

2. CONTRACT DOCUMENTS

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

Navajo Health Foundation – Sage Memorial Hospital, Inc. is a private, nonprofit 501(c)(3) corporation. It is the first Native-managed private comprehensive health care system in the country, and has been managed since 1978 by an independent, entirely Navajo Board of Directors.

II. SCOPE OF THE CONTRACT

Sage Memorial Hospital intends to enter into a professional services contract with one (1) Responsible, Qualified, and Independent Contractor to complete all work as described in the attached scope of work.

III. RESPONDENT REQUIREMENTS

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 a minimum of Ten (10) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work (as needed).

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

- a. 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 make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work (Exhibit A)
4. Product Specifications including cut sheets (if any).
5. Design (detailed plan depicting problem solving and recommendations).
6. Schedule, including proposed site visits
7. Copies of licenses, certifications (NBOH Priority Status), Insurance Certificates, and other relevant documents.
8. Sub-contractor Information, if applicable
9. Subcontractor work should not exceed certain percentage of entire project
10. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.

11. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, 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. Qualifications, credentials, and minimum ten (10) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, problem solving and recommendations, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. Cost (separate sealed envelope). (30 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
3. Sage Memorial Hospital reserves 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. The presentation will be scheduled to be presented in Ganado, AZ (if necessary). It is SMH's intention to award one (1) vendor to provide all services as specified.

VII. TYPE OF CONTRACT

- a. The Navajo Nation will utilize a standard Professional Services Contract for procurement of goods and services for this project.

VIII. PERIOD OF PERFORMANCE

- a. The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

IX. TECHNICAL DIRECTION

- a. Sage Memorial Hospital point of contact Jimmy Hoskie, CPM for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Hoskie's email address is:
jimmy.hoskie@sagememorial.com

X. PAYMENT AND SUBMISSION OF INVOICES

- a. Sage Memorial Hospital Professional Services Contract will describe this section, in addition to AIA Contract.

XI. RIGHTS

- a. Sage Memorial Hospital reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP

XII. AGREEMENT TERMS AND CONDITIONS

- a. Sage Memorial Hospital is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

- b. 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 laws of the Navajo Nation and applicable federal law.

NAVAJO PREFERENCE REQUIREMENTS

3.1 Business Opportunity Act (NNBOA)

Preference in contracting shall be applied in accordance with NNBOA priority classifications:

1. **Priority 1** – Certified Navajo-owned business entities
2. **Priority 2** – Certified Indian-owned business entities
3. **Priority 3** – Resident business entities located within Navajo Nation
4. Non-certified entities

Firms claiming preference must submit:

- Current NNBOA Certification Letter
- Certificate of Good Standing (if applicable)
- Navajo Nation Business License (if required)

Failure to provide documentation at time of proposal submission may result in loss of preference consideration.

3.2 Navajo Preference in Employment Act (NEPA)

The successful Contractor shall comply with NEPA requirements, including:

- Providing employment preference to qualified Navajo workers
- Posting job announcements with the Navajo Nation Department of Workforce Development
- Submitting a Navajo Workforce Plan prior to commencement of work
- Providing periodic employment reports demonstrating compliance

Contractors shall adhere to all Navajo Nation labor laws and nondiscrimination requirements.

4. SCOPE OF SERVICES

All work shall be performed in strict accordance with the **attached Statement of Work (SOW)**.

The Contractor shall provide all labor, supervision, materials, equipment, permits, and incidentals necessary to complete the project as described in the SOW.

5. NAVAJO WORKFORCE & SUBCONTRACTING PLAN

Proposals must include:

- Estimated total project workforce
- Number and percentage of Navajo employees anticipated
- Identification of Navajo subcontractors (if applicable)
- Training or apprenticeship opportunities for Navajo workers
- Plan for NEPA compliance and reporting

Failure to submit a workforce plan may result in proposal rejection.

6. Exhibits:

Exhibit A: Scope of Work

Exhibit B: Site Photos

Exhibit C: Existing Drawings (for Reference Only)