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Request for Proposals (RFP) Requested by the Skokomish Indian Tribe

The Skokomish Indian Tribe is seeking a well qualified and experienced individual or entity to prepare an emergency response plan (Plan) for the Skokomish Wellness Center.

The successful proposer will work with departmental staff and leadership as well as individuals from other tribal and non-tribal departments and entities.

We are most interested in receiving proposals from individuals or entities that have demonstrated experience in serving tribal community(ies).

Due Date: March 31 2021 received by 3:00 pm
(late submissions will not be considered)

RFP Submission: Via e-mail, U. S. mail, other delivery services and/or hand delivery to:
Denese LaClair
Health Director
Skokomish Indian Tribe
N. 100 Tribal Center Road
Shelton, WA 98584
E-mail: dlaclair@skokomish.org
Phone: 360-426-5755 x 2118

Project Dates: Goods and Services Agreement Executed: before April 16, 2021
Project Start Date: no later than April 23, 2021
Project Completion Date: September 30, 2021

Project Description and Introduction

The Plan will include emergency preparedness and responses specific to the Wellness Center including: medical, dental and behavioral health clinics; other health departments and programs and administration.

The Plan must align with the Tribe's Comprehensive Emergency Management Plan and tribal policies and procedures as appropriate.

The Plan will not be presented to FEMA for review and approval as it is a tribal-specific operational plan. The proposer is to base the Plan on the American Indian Health Board's Community Health Center Emergency Planning Guidelines (template) and other tools customized to best meet the needs of the Wellness Center and Health Department. Total project cost not-to-exceed \$40,000.

Who we are.....we are a federally recognized Native American Tribe located in Shelton, Washington. The Tribe has 776 members ranging from newborn to the age of ninety. 169 (21.78%) of these members are 17 or under with 115 (14.82%) at the age of 60 or older. Our most recent service population is numbered at 2,388 and the Department has 3072 registered patients.

*Geographical area.....*Our reservation is comprised of 4,950 acres. Our usual and accustomed area includes over 170 miles of shoreline and 75,000 acres of water. Washington State is home to 29 federally and two State recognized tribes.

*Our current health operation....*Our Health Department houses healthcare clinics, Indian Child Welfare, community health, Elder meal and other programs. The Health Center opened in 1976 and today, after several expansions, is almost 10,000 square feet in size. We provide ambulatory medical, dental and mental health/chemical dependency services for tribal members, other Native Americans residing on our service area and non-Native family members. These services include, but are not limited to; primary care, women's wellness screening, colon cancer screening, diabetes and pre-diabetes programs, podiatry, chiropractic, dental and assistance provided by Community Health Representatives.. We are in the process of launching a comprehensive telehealth service delivery platform as well as transitioning to a whole person approach to providing healthcare

Proposal Requirements:

The proposal should contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed.

1. Contact name, company name, address, telephone number and e-mail address.
2. Detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff. Demonstrated experience working with Native American tribes and within tribal communities will be an important consideration when awarding this contract.
3. Client references including project type, dates, contact info and description.
4. Detailed description of the proposed approach, components, timeline and deliverables.
5. Proposed budget by component or deliverable that includes number of hours, hourly rates and other anticipated expenses.
6. Samples of previous work.

Funding Source:

Funding for this project is provided all or in part through Public Health Emergency Response: Cooperative Agreement for Emergency Response; Public Health Crisis Response CFDA #93.354 via an Interagency

Agreement between the Washington State Department of Health (WA-DOH) and the Tribe contract #TRB25167-0 and other federal and/or Washington state funding sources. The successful proposer will be responsible for ensuring compliance with all CDC, other federal, Washington State and other funding source requirements including, but not limited to 2 CFR Part 200, CDC General Terms and Conditions for Non-Research Grant and Cooperative Agreements, HHS Grants Policy Statement and others as applicable. As required by the Interagency Agreement, the WA-DOH will review and approve the successful proposer prior to the Tribe executing a Goods and Service Agreement.

Draft Scoring Criteria:

Proposals will be scored based on the following criteria. The scoring criteria are subject to change without notice at the sole discretion of the Skokomish Indian Tribe.

Components	Rated from 1-10 with 1 being the lowest									
Overall impression of approach/proposer's abilities	1	2	3	4	5	6	7	8	9	10
Capabilities of key project staff	1	2	3	4	5	6	7	8	9	10
Experience working with Native American tribes	1				5					10
Similar project experience	1	2	3	4	5	6	7	8	9	10
Proposed approach	1	2	3	4	5	6	7	8	9	10
Proposed scope-of-work	1	2	3	4	5	6	7	8	9	10
Proposed timelines	1	2	3	4	5	6	7	8	9	10
Proposed deliverables	1	2	3	4	5	6	7	8	9	10
Proposed budget	1	2	3	4	5	6	7	8	9	10
Client references	1	2	3	4	5	6	7	8	9	10
Held	1	2	3	4	5	6	7	8	9	10

Project Finalization:

We anticipate working with the apparently successful proposer to more fully define any of the proposed approach, scope-of-work, timeline and deliverables as needed. We will negotiate any timeline, deliverable, cost or other revisions needed to meet our needs with the proposer prior to executing a contract.

Questions:

Direct questions and/or requests for clarification to Denese LaClair as listed above.

Additional Work:

The Skokomish Indian Tribe, at its sole discretion, may extend the contract with the successful proposer to complete additional work without re-issuing another RFP or similar.