

**Request for Proposal (RFP)**  
**Public Health Contractor**  
**Requested by the Shoalwater Bay Indian Tribe**

**Call for Proposals**

The Shoalwater Bay Indian Tribe has been awarded funding through the Department of Health and Human Services Centers for Disease Control and Prevention grant program. \$150,000 of the award is allocated for contractual services and will be utilized to hire a Public Health Contractor.

We are seeking the services of an experienced individual to provide Public Health Services for the Shoalwater Bay Indian Tribe. Proposals that reflect experience working with Native American tribes with proven abilities in the areas of Public Health Service will be the most competitive.

The successful proposer will demonstrate, on the part of the lead planner, knowledge and experience in tribal/local/regional/ and state levels of public health service.

**Proposal Due Date:** Monday October 12<sup>th</sup> by 3:30 p.m. Pacific Time

**Proposal Submission:** Via email, U.S. mail (proposal must be received by 10/12/20, post marks not accepted) other delivery services and/or hand delivery. Email subject line should read PHC 2020 Proposal.

**Proposal Address:**

Shoalwater Bay Indian Tribe  
Attention: PHC 2020 Proposal Administrator  
P.O. Box 130  
Tokeland, WA 98590  
Email: [solicitations@shoalwaterbay-nsn.gov](mailto:solicitations@shoalwaterbay-nsn.gov)

**Dates of Contract Services:**

Contract Services Start Date: As soon as possible upon approval  
Contract Services Completion Date: 06/09/2021

## **Proposal Requirements**

Proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers are asked to refrain from submitting proposals that will not easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-size paper. Proposals in excess of 20 pages will not be reviewed excluding resumes and certifications.

1. Contact name, address, and telephone number, fax number and email address.
2. Detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
3. Client references including project type, dates, contact info and description. (Provide references of similar public health related projects or services performed)
4. Detailed description of approach to project including all the requirements listed below. .
5. Detailed project timeline and deliverables.
6. Statement of acceptance to perform services in compliance with HHS CDC Grant Program, Shoalwater Bay tribal policies and procedures as well as other grant funder and/or tribal requirements.
7. Statement addressing minority, women, and/or Native American business ownership (if applicable)  
(Extra points are awarded for ownership by a minority, women, or Native American)
8. Must meet the requirements detailed above. Proposals should clearly demonstrate how the proposer meets or exceed these requirements.
9. Please provide the technical approach that you will follow to perform the services requested within the Statement of Work on behalf of the Shoalwater Bay Indian as a Public Health contractor.

## **Grant requirements**

The Consultant will follow all requirements of the Grant and to the extent possible accomplish all tasks consistent with the established Project Schedule.

### **Required Credentials and Qualifications**

Qualified candidates will possess the following education, background, and experience:

- Required: Knowledge and experience working with Tribal organizations in Public Health setting as well as excellent verbal and written communication skills; and
- Preferred: Minimum of a Bachelor's Degree.

Qualified candidates must provide the following:

- Resume or qualification papers showing relevant work performed;
- At least three references for relevant work performed;
- DUNS number, EIN, SSN, or CCR number; and
- Acknowledgment of willingness to submit to a background investigation if selected.

Qualified candidates must meet the requirements as eligible to do business with the Federal Government as stated in Subpart 9.4—Debarment, Suspension, and Ineligibility

[https://www.acquisition.gov/far/html/Subpart%209\\_4.html](https://www.acquisition.gov/far/html/Subpart%209_4.html)

### **Scope of Work**

The Shoalwater Bay Indian Tribe is seeking the services of a qualified individual in the area of Public Health.

The contractor will provide but is not be limited to the following services:

- Develop a Tribal Public Health Response and Preparedness emergency plan that includes a recovery plan.
- Bring diverse community entities together for the purpose of the coordination, planning and implementation of responses to a Public Health emergency (i.e. with schools, business groups, hospitals, clinics and health care providers, public utilities, first responders, fire service, law enforcement, and other public health agencies).
- Conduct integrated department and community-wide assessment and planning activities associated with preparedness and response capacity to Public Health emergencies.

- Represent the Tribe in Public Health Emergency assessment and planning at tribal, local, regional and state levels.
- Plan, coordinate, participate in and conduct Public Health Emergency Preparedness integrated local and regional exercises.
- Responsible for public health communication to members and community.
- Emergency Preparedness is a core public health responsibility. Responding to Public Health emergencies, which may occur outside of normal business hours is a requirement of this contract in order to protect the health and well-being of our tribal members.
  - Technical Assistance:
    - 1) Training – Builds tribal capacity to manage public health hazards in the community by assisting with the development of environmental public health and safety policies, procedures, regulations, employee training programs and public education materials.
      - a) Trainings developed by the contractor include environmental health training on Infectious disease health topics.
    - 2) Other Assistance:
      - a) Contact investigations to identify environmental factors with the potential for transmission and disease.
      - b) Assist the tribe’s Clinic Director with policy development.

## **Evaluation Factors and Scoring**

Indian preference points: 10 points are added to the possible 100 points possible.

1. Selection Procedures: The Shoalwater Bay Indian Tribe is utilizing a formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserve the right to reject any and all proposals.

2. Method of Review: The Shoalwater Bay Indian Tribe and their authorized representatives will review all proposals received and may contact the party to request further information. The Shoalwater Bay Indian Tribe may accept any given proposal as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Shoalwater Bay Indian Tribe shall be final and not subject to appeal.

3. Method of Scoring: All proposals received on time will be evaluated and scored in the following categories.

a. (0-60 points) Scope of Work, Credentials and Qualifications. The proposal must fully demonstrate satisfaction of required credentials and qualifications and the ability to carry out each requirement listed in the scope of work. Services proposed beyond the minimum scope of work will gain score points. Partial points may be awarded for those proposals that do not fully meet the required credentials and qualifications or scope of work standards.

b. (0-25 points) Cost: The award amount is stated, cost considerations will take into account the proposed services beyond the minimum stated in this RFP.

c. (0-15 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.

d. In the case of duplicate proposals the earliest postmarked envelope will be considered unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (\*not including possible Indian preference points)

**For those seeking extra points under Indian preference:**

### **Shoalwater Bay Indian Tribe's Qualified Tribal Preference Policy**

The entity or individual qualifies for Tribal preference if the following conditions are met:

- The company must be at least fifty-one (51) percent Native owned;
- Native ownership is only established by a Member(s) of a US Federally recognized Native American Tribe, nation or band, which includes Members of Federally recognized Alaskan Native villages, communities, and corporations;
- The qualifying Member(s) must be an active participant(s) in the company (not just a figure head(s));
- The company must have appropriate business license(s) and company and/or staff must have appropriate certifications for specific field(s); and
- The company must have the requisite experience and staff expertise to complete the contract.

Applicants seeking Tribal preference shall submit the following documents during the procurement/bidding process:

- Documentation of membership by a US Federally recognized Native American Tribe, Nation or band, including member of federally recognized Alaskan Native villages, communities, and corporations and proof of at least 51 percent Native ownership
- Business license certifications, business structure documents (sole proprietor, partnership, incorporations, LLC), insurance and bonding capabilities.
- Tribe shall require all other necessary licensing documentation specific for the service provided
- (Industry Standard) Portfolios that include proof of the experiences and staff expertise in the specific field listed, resume of jobs completed, and references.
- Business plan that includes proof of the experience and staff expertise in the specific field, projected financials and references.
- Any other documentation or pertinent information required by the Tribe. The Tribe shall have sole discretion in determining other requirements under this policy.
- For compliance and enforcement purposes each entity seeking Tribal preference is required to maintain a separate UBI and Federal 10 number.

## Provisions

1. The selected consultant will be required to submit to and satisfactorily pass a background investigation.
2. The selected consultant may be required to provide bonding insurance.
3. If required, all parties must submit with their proposals a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Shoalwater Bay Indian Tribe's preference policy.
4. The Shoalwater Bay Indian Tribe shall conduct all procurement transactions in a manner that provides fair, full and open competition.
5. The Shoalwater Bay Indian Tribe shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
6. The Shoalwater Bay Indian Tribe wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
7. The Shoalwater Bay Indian Tribe shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
8. The Shoalwater Bay Indian Tribe shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
9. Request for Proposals may be terminated by The Shoalwater Bay Indian Tribe at any time for cause.
10. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
11. No employee, Officer, or agent of the Shoalwater Bay Indian Tribe may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
12. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
13. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB 2 CFR 200. Copies of these requirements are online at <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-320>

## **Instructions for Submitting Proposals: Public Health Contractor**

1. Submissions by email must be submitted to:

[solicitations@shoalwaterbay-nsn.gov](mailto:solicitations@shoalwaterbay-nsn.gov)

Subject line: PHC 2020 Proposal

2. Submissions by U.S. Mail must be mailed to the following address:

Shoalwater Bay Indian Tribe  
Attention: PHC 2020 Proposal Administrator  
P.O. Box 130  
Tokeland, WA 98590

Proposals shall be clearly marked stating- “PHC 2020 Proposal – Do Not Open”

3. For any questions on the bid and requirements, please contact [solicitations@shoalwaterbay-nsn.gov](mailto:solicitations@shoalwaterbay-nsn.gov) by email only. All questions will be placed on and answered on the Tribe’s website. Questions will be accepted until 10/05.

### **Closing/Opening Date and Time and Method of Solicitation:**

1. Proposals will be accepted by email up to 3:30 pm Pacific time on 10/12/20, late submissions will not be considered. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserves the right to reject any and all proposals including those proposals received after the closing date and time.
2. This RFP has been published through the Shoalwater Bay Indian Tribe website as well as local and national media.

**Disputes:** Protest must be in writing, within 14 days after the Request for Proposal has been awarded and the submitters notified, the protest must be on valid grounds, and the Tribal Administrator or an assignee will review the protest and make a determination, which will be final and cannot be appealed. To start the deadline for the protest claims, all submitters will be informed by certified mail their bid was not accepted.