

Request for Proposals

Lummi Health and Human Services Technical Assistance



Office of the General Manager Lummi Indian Business Council Health and Human Services Division

LETTER OF INTENT DUE:	4:00 p.m. September 6, 2019
PRE-BID MEETING:	1:00 p.m. September 12, 2019
SUBMISSION DEADLINE:	4:00 p.m. -- Friday October 18, 2019
CONTACT NAME:	Jessica Phair, Project Manager Health Policy & Compliance Department
TELEPHONE NUMBER:	360-380-6652 / 360-746-1236
CONTACT ADDRESS:	2665 Kwina Road Bellingham, WA 98226
EMAIL ADDRESS:	jessicap@lummi-nsn.gov

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1.0 INTRODUCTION

The Office of the General Manager within the Lummi Indian Business Council (LIBC) Tribal Administration has been awarded an Indian Health Services (IHS) Tribal Management Grant and is seeking Technical Assistance through consultant services to support development of a community-based strategic plan that results in the successful integration of health services on behalf of the Lummi Community, patients and clients. The scope of this Request for Proposals (RFP) includes an evaluation of:

- Tribal health policy development systems
- The Lummi administrative and managerial process (Leadership Structure)
- Current Lummi Standards of Care.

This approach allows for the Technical Assistance Consultant (TAC) to obtain staff and community participation in the assessment of current health policies, administrative and managerial processes in the delivery of health services that meet Lummi Standards of Care (LSoC). The TAC will review current LSoC and may identify needed revision of those Standards. In following this approach, the TAC will engage with the Project Manager and Lummi Health & Human Services Directors to assess the health services leadership structure in the development of an integrated community-based strategy plan consistent with LSoC.

1.1 Project Location

The work performed in this undertaking is entirely within the exterior boundaries of the Lummi Indian Reservation (Reservation). The Reservation is located in what is now Whatcom County within the state of Washington approximately 80 miles north of Seattle and 20 miles south of the Canadian Border along the I-5 Corridor.

1.2 Project Date

The anticipated start date for this undertaking is the first week of November 2019. Engagement with Healthcare Departments end date is March, 2020. Following, a consultant report with assessment findings and recommendations will be due May 1, 2020. The anticipated dates (timelines) for completion of this project may be adjusted by project manager upon discussion with the awarded TAC.

2.0 PROJECT OBJECTIVE AND SCOPE

The objective and ultimate outcome for this project is to establish elements/components of Lummi Standards of Care; to identify a community-based strategic plan for the successful healthcare service integration for wrap around care, and to evaluate and

make recommendations so that providers can fully integrate care. The selected TAC will provide feedback regarding Lummi Health and Human Services in the following areas:

- Organizational Design
- Management Systems
- Strengths and Weaknesses of Current Systems (Technical and Internal)
- Future Health System Development
- Best Practices in Operational Management
- Best Practices in Financial Management
- Identify tribally focused practice-based evidence for wrap-around service delivery

The TAC shall develop and submit recommendations for addressing:

- Known silos between health programs; with suggested training opportunities
- Best practices in operational management, health leadership and governance
- Best practices for optimal financial performance and management
- Supporting the development of Lummi Standards of Care

3.0 LETTER OF INTENT / STATEMENT OF QUALIFICATIONS

A Letter of Intent (LoI) and Statement of Qualifications (SoQ) are to be submitted no later than end of business (4:00 p.m.) on August 23, 2019 for Consultants/Firms interested in submitting a response to this RFP. Consultants/Firms that meet the LoI submission deadline and possess the minimum qualifications will be added to the list of respondents and invited to a pre-bid meeting. The pre-bid meeting is intended to discuss and clarify the RFP, and to answer any questions the respondents may have; however, attendance and participation in the pre-bid meeting is not a requirement, but strongly encouraged, The following criteria are the minimum TAC qualifications and must be clearly stated in the both the LoI/SoQ and the Proposal Submission:

- Experience working with American Indian/ Alaska Native Tribes
- Technical expertise in operational management of integrated health systems
- Subject matter expertise in health care financial management for a Tribal-638 Health Service system
- Must be able to provide a consultant report detailing findings with recommendations

- Master’s level education or equivalent professional experience listing team/firm members and biographies for individuals assigned to this project, roles that they will carry out and duties assigned in relation to this project.

4.0 PROPOSAL EXPECTATIONS

Proposal submissions should clearly address the objectives identified in section “2.0 of this RFP. The LIBC shall award the contract to the proposal that best accommodates the various project requirements. The LIBC reserves the right to award any contract prior to the proposal deadline stated within the “Scheduled Timeline” or prior to the receipt of all proposals, award the contract to more than one bidder and refuse any proposal or contract without obligation to either the LIBC or to any proponent offering or submitting a proposal.

4.1 Proposed Cost and Budget Formulation

- A brief list of any and all expected costs or expenses related to the proposed project
- Summary and explanation of any other contributing expenses to the total cost
- Brief summary of the costs to attend Health and Family Services Commission Meetings, Health Directors Meeting, and status meetings with the Project Manager, Health Policy & Compliance Director, and General Manager of the Lummi Indian Business Council regarding this project
- Routine and consistent coordination with the Project Manager regarding this project

4.2 Proposal Selection Criteria

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections.

4.3 Proponent Contact Information

- Firm/Proponent Name

- Firm/Proponent Address
- Contact Information (and preferred method of communication and with whom)
- Provide all information pertaining to the required qualifications specified above in the “Consultant Qualifications” section.

4.4 Proposal Submission Deadline

All proposal submissions shall contain three (3) hard copies accompanied by an electronic copy via e-mail and/or flash/thumb drive and addressed to the Project Manager. Submissions must be received by the Project Manager by the end of business on Friday October 18, 2019.