



PORT GAMBLE S'KLALLAM TRIBE Request for Proposals for an

BACKGROUND

Vision

"Port Gamble S'Klallam Tribe uses our many resources to maintain a proud, strong, healthy, educated community that uses innovation to ensure all our people enjoy a good quality of life."

Mission: The mission of the government of the Port Gamble S'Klallam Tribe is to improve the quality of life for all tribal members. We accomplish this through decision-making that considers future generations, competent administration and management, preservation and protection of our rich cultural heritage and natural resources, the enhancement of economic opportunities, and the protection of tribal sovereignty through determining our own destiny.

BRIEF DESCRIPTION OF TRIBE

The Port Gamble S'Klallam Reservation is located on the northern tip of the Kitsap Peninsula in Washington State. It is situated on Port Gamble Bay, for generations an important natural resource for the Tribe and other Native Americans.

The Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S'Klallam Tribe is currently just over 1,300 enrolled tribal members. About half the tribal members reside on the reservation, along with other Native Americans and non-Indians. More information about the Tribe can be found at the Tribe's website: www.pgst.nsn.us

DESCRIPTION OF THE TRIBAL GOVERNMENT

The Port Gamble S'Klallam Tribal Council is comprised of six elected officials serving two-year staggered terms. It serves as the executive and legislative body of the tribe and convenes twice a month to establish policy, review budgets and finances, and ensure staff is carrying out the responsibilities delegated to it to fulfill the vision and mission of the tribe.

The Tribal government employs approximately 300 employees and provides numerous direct services to the tribal membership. The Tribe also owns a casino, a convenience store, a tribally designated housing entity, and operates a 501 (c) 3 non-profit foundation. The casino operates class II and III gaming and employs approximately 225 employees, including part-time and on-call staff.

SCOPE OF WORK

The Tribe seeks a Registered Dietician to provide medical nutrition therapy to Port Gamble S'Klallam Community Health Center patients, provide WIC Nutrition Services to women/families participating in the WIC program, and assist tribal cooks in nutrition and weekly menu planning for the Elders lunch program, including approving weekly Elders meals. The contactor will use the electronic health record (Nextgen) to document patient encounters and

process billing information and agrees that Tribe will bill health insurance or applicable coverage for services provided by Contractor to PGST patients. While under contract, patients treated by the contractor at the PGST Community Health Center belong to the PGST Community Health Center. Any unfinished treatment plan or ongoing medical care must be completed at the PGST Community Health Center at patient and/or Health Center expense. Additionally, contractor agrees to attend training as requested by tribe as available and as mutually agreed. All services will be performed in person working as part of our integrated care team.

Contractor will note any specifics in the following areas:

- Experience working with a Tribe,
- Familiarity of American Indian traditional diet adaptations and inclusions in patient care,
- Experience working with Hypertensive and Diabetic patients,
- Experience/ Knowledge of the WIC program.

PROPOSED SCHEDULE

- a. Tribe to release RFP by 9/5/23
- b. Proposals due by: 9/26/23
- c. Tribe interviews and selects between: 10/2/23- 10/6/23

PROPOSAL REQUIREMENTS/GUIDELINES

- d. Letter of Interest and overall qualifications.
- e. Name of provider who will be responsible for the performance of any work assigned including all contact information.
- f. Detailed biographies and summary of the relevant experience of each provider who would be available to perform services on behalf of the Tribe.
- g. Description of the services provided to Tribal or other clients over the last three to five years, including examples of successful results as well as unsuccessful results.
- h. Three references from current or former clients, including tribal clients.
- i. A description of any costs that would be charged to the Tribe to provide the agreed upon services.
- j. Statement of availability to commence and complete work

PROCEDURES FOR SUBMISSION

Interested consultants are invited to submit electronic copies of their written proposal by 4:00PM on 8/31/23 to Jolene Sullivan via email address jolenes@pgst.nsn.us.

All material submitted in response to this Request for Proposals becomes the property of the Tribe and will not be returned. Proposals are limited to 5 (five) pages. Proposals exceeding the page limit shall be competitively disadvantaged.

SELECTION CRITERIA (IN NO PARTICULAR ORDER)

- k. Reasonableness of fees
- l. Qualifications of candidate
- m. Availability
- n. Organizational development expertise and experience, especially as it relates to Native American Tribes

REJECTION OF RESPONSES

The Tribe reserves the right to not award a contract at all.

DISPUTE RESOLUTION AND WAIVER OF SOVEREIGN IMMUNITY

Any candidate responding to this Request for Proposals should include a statement of their consent to the jurisdiction of the Port Gamble S'Klallam Tribal Court for the resolution of any disputes that may arise between the consultant and the Tribe along with their agreement that any waiver of sovereign immunity that may be included in a contract between the Tribe and the consultant will be limited to declaratory and injunctive relief in Port Gamble S'Klallam Tribal Court. **A model contract is provided as a part of this RFP and the successful candidate will be expected to use the standard terms of the model in the final agreement.**