



PORT GAMBLE S'KLALLAM TRIBE
Request for Proposals for an Acupuncturist

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 1,530 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 350 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.

DESCRIPTION OF TRIBAL HEALTH SERVICES

The Port Gamble S'Klallam Community Health Center (PGSCHC) provides integrated, comprehensive primary care, preventive services, dental care, behavioral health care, and integrative community health programs to Native and non-Native patients. Chiropractic services have been identified as a needed specialty to support chronic pain management, musculoskeletal health, rehabilitation, and culturally aligned wellness practices.



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SCOPE OF WORK

The Tribe seeks an Acupuncturist to provide culturally responsive, patient-centered acupuncture care to our tribal community members and eligible beneficiaries. The selected provider will support the Health Center's mission to deliver high-quality, accessible, and holistic healthcare services. The contractor will use the electronic health record system (NextGen) to document patient encounters and process billing information and agrees that Tribe will bill health insurance or applicable coverage for services provided by the Contractor to PGSCHC patients. While under contract, patients treated by the contractor at the PGSCHC belong to the PGSCHC. Any unfinished treatment plan or ongoing medical care must be completed at the PGSCHC at the patient and/or Health Center expense. Additionally, the contractor agrees to attend training as requested by the 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:

1. Experience working with a Tribe

- Familiarity of American Indian traditional diet adaptations and inclusions in patient care,

2. Acupuncture Treatments

- Provide individualized acupuncture sessions for patients referred by PGSCHC, other providers, or self-referred eligible patients.
- Incorporate evidence-based techniques to address conditions such as pain management, stress, anxiety, sleep disorders, and other chronic or acute conditions as appropriate.

3. Patient Assessments

- Conduct thorough patient evaluations, including health histories, physical assessments (when relevant), and documentation of treatment goals.
- Collaborate with PGSCHC healthcare providers to develop integrated care plans.

4. Education and Consultation

- Educate patients about the benefits, risks, and expected outcomes of acupuncture, and other treatments.
- Provide guidance on self-care practices that complement acupuncture therapy, as needed.

5. Documentation and Reporting

- Maintain detailed and accurate patient records within PGSCHC EHR in compliance with PGSCHC policies and HIPAA regulations.
- Provide reports or summaries of care as requested by the health center for quality assurance or continuity of care.

6. Community Outreach and Wellness Programs

- Participate in PGSCHC health promotion activities, such as workshops, wellness fairs, or community education sessions.



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PROPOSAL REQUIREMENTS/GUIDELINES

Cover Letter

- Statement of interest.
- Summary of relevant experience.
- Availability and proposed service schedule.

Provider or Clinic Profile

- Resumes/CVs for all acupuncturists who will provide services.
- Description of practice philosophy and clinical approach.
- Organizational structure, if submitting as a clinic.
- 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.

Technical Proposal

- Description of proposed service model.
- Approach to culturally responsive care.
- EHR experience and documentation workflow.
- Quality improvement or patient outcome measures used.
- Three references from current or former clients, including tribal clients.
- A description of any costs that would be charged to the Tribe to provide the agreed upon services.

PROPOSED SCHEDULE

- a. Tribe to release RFP by:
- b. Proposals due by: 4:00 pm 5/29/26
- c. Tribe interviews and selects between: 6/1/26 – 6/12/26

PROCEDURES FOR SUBMISSION

Interested consultants are invited to submit electronic copies of their written proposal by 4:00PM on 5/29/26 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.

SELECTION CRITERIA (IN NO PARTICULAR ORDER)

- a. Reasonableness of fees
- b. Qualifications of candidate
- c. Availability
- d. 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.



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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.**