

**Quinault Indian Nation
Roger Saux Health Center
REQUEST FOR QUALIFICATIONS
For Massage Therapist**

Proposal Due Date: August 17, 2018

The Quinault Indian Nation Roger Saux Health Center invites proposals for a Massage Therapist on a contract basis. Proposals are due to Chrissy Winn at bids@quinault.org by 4:00pm on Friday, August 17, 2018.

The Quinault Indian Nation is seeking a Contractor to provide massage therapy to patients.

Minimum Qualifications:

- (a) Maintain Annual Massage Licensure through the State of Washington
- (b) Minimum of two years of working experience as a Professional Massage Therapist
- (c) Must obtain all RSHC required credentials

Scope of Work:

Contractor will provide 30-60 minute massage services to patients referred by the Roger Saux Health Center (RSHC) and scheduled through the Referral Department of RSHC, including various treatment modalities such as Swedish massage, deep tissue, stretching, and pressure point work. The contractor will provide all equipment and supplies as needed to perform the broad array of services if such equipment and supplies are not present.

Statement of Qualification Requirements:

1. Executive Summary (max. 1 page)
Please provide a summary of your experience in massage therapy, and any relevant experience with Indian tribes and/or tribal clients.
2. Cost Summary (max. 1 page)
A detailed cost summary for your services broken into:
 - A) Fee-for-service billing to provide 30-60 minute massage to patients
3. Resume (max. 2 pages)
Include your resume in the proposal. Resumes should include education and all relevant massage experience.
4. Three professional references

Submittal Process

Responses to the RFQ must be submitted via email to: bids@quinault.org or hand-delivered to Chrissy Winn, QIN Administration: 1214 Aalis, Taholah, WA 98587.

Responses whether emailed or hand delivered, must arrive no later than 4:00pm on Friday, August 17, 2018. Faxed or mailed submittals will **not** be considered.

Evaluation Criteria

A qualifications-based selection process will be used to select finalist from the pool of submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Demonstrates experience in working with Indian Health Programs.
- Indian Preference Policy

Selection Process

QIN RSHC will appoint a committee to evaluate all responsive RFQ submitters and rank them based on experience, qualifications and criteria listed above. The Committee may conduct interviews during the selection process. The selected individual is expected to be notified by August 24, 2018.

Requirements for the Selected Contractor

Selected applicants will be required to pass a background check.

Contractor will maintain annual massage licensure through the State of Washington and provide a current certificate of licensure to the RSHC. Contractor will also obtain a Quinault Indian Nation business license.

Contractor will obtain required vaccinations per RSHC policy and maintain all HIPAA -required confidentiality, including signing an Assurance of Confidentiality.

Contractor will obtain all RSHC-required credentials, including CPR certification annually through RSHC.

Contractor must submit a Certification Regarding Debarment within 10 days of signing contract. This Certificate must be renewed annually.

Contractor must submit a Form W-9 within 10 days of signing contract.

Contractor will maintain Liability Insurance in the amount of two million dollars (\$2,000,000) each occurrence and three million dollars (\$3,000,000) aggregate, and three hundred thousand dollars (\$300,000) property insurance.

Terms and Conditions

Questions regarding this RFQ or the submittal process should be directed to Mariah Ralston at mralston@quinault.org. All responses will be provided via email. Unauthorized contact regarding the RFQ with any other QIN employee may result in disqualification.

Indian Preference applies to all contract procurement with the QIN. The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97. Indian Contractors must provide certification from the Tribal Employment Rights Office in order to be considered eligible for Indian Preference.

QIN reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate QIN to pay any cost incurred by respondents in the preparation and submission of the statement of qualifications. All such cost shall be borne solely by each submitter. Furthermore, the RFQ does not obligate QIN to enter into a contract or proceed with the procurement of the project or any services.

The contract resulting from acceptance of a proposal by the Nation shall be in a form supplied or approved by the Nation, and shall reflect the specifications in this RFQ. The negotiation and execution of such Contract will be deemed by the parties to have occurred within the Quinault Indian Reservation and any interpretation shall be in accordance with the laws of the Quinault Indian Nation. A copy of the contract will be available for review. The Nation reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ, and which is not approved by the Office of Attorney General.