

## Request for Proposal

### Health and Wellness of Quinault Nation

#### seek proposals for Development and Web design for advertising and publications

Proposal Due Date: August 21<sup>st</sup>, 2020

Project: Roger Saux Health & Wellness seeks qualified candidates to provide Web Design and Publishing development and advertising services. Roger Saux Health & Wellness would like to better advertise its programs within our facility and Quinault Nation.

#### Minimum Qualifications:

- (a) 2 years minimum of experience in Web Design, publishing and advertising, prefer experience in health field
- (b) Experience in tribal communities preferred but not required
- (c) Ability to work in multi-disciplinary setting that includes the programs of Medical, Social Services, Behavioral Health, Dental, Administration, Quality Improvement, pharmacy, Elder program, Business office, and Chronic Disease.
- (d) Must be willing to travel to Quinault Indian Nation.

#### Scope of Work:

Contractor will review the Health & Wellness Division's current Web Design, publication and advertising, meet on-site with the various teams to ascertain their needs for Web design and development, make recommendations to improve publicity for the programs, and implement recommendations approved by the RSHC appointed committee and Director. Contractor will regularly meet with each team as web design, publications and advertising is developed.

#### Statement of Qualification Requirements:

1. Executive Summary (max. 1 page)  
Please provide a summary of your experience in Web Design, publishing and advertising.
2. Cost Summary (max. 1 page)  
A detailed cost summary for your services, which would include a flat rate for each day of service worked on project, and an estimate of costs of travel for mileage and per diem to support room and board and meals.
3. Resume or Curriculum Vita

Include your resume or CV in the proposal, and include education and all relevant experience.

4. Minimum of three professional references

Project schedule:

### **Selection Process**

QIN Health & Wellness will appoint a committee to evaluate all responsive RFP 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 31<sup>st</sup>, 2020.

### **Requirements for the Selected Contractor**

- Selected applicants will be required to pass a background check.
- Contractor will obtain a Quinault Indian Nation business license.
- 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.

### **Terms and Conditions**

Questions regarding this RFP or the submittal process should be directed to Aliza Brown at [abrown@quinault.org](mailto:abrown@quinault.org). All responses will be provided via email.

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.

**Bids may be submitted in person to Contract Officer, Ryan Allen, or emailed to [bids@quinault.org](mailto:bids@quinault.org), or mailed to Quinault Indian Nation: Attn. Ryan Allen, PO Box 70, Taholah, WA 98587.**