

## Request for Proposal

### Health and Wellness of Quinault Nation seek proposals for programmatic assessment of Family Services Program

Proposal Due Date: September 30, 2022

Project: Complete policy review that identifies any areas that need policies and procedures, budgetary shortfalls, program assessment of staffing as it compares to workload in a child welfare setting that includes sporadic adult protective services and IIM oversight. Review services and what each area provides.

Social Services umbrella of QIN includes Family Services. Family Services falls under the Social Services Manager who supervises the Family Services Supervisor. The Supervisor oversees 4 caseworker positions (only 1 of 4 are filled), a grant funded Elder and Youth Protection Advocate, foster care licensur, IV-E Coordinator, and a Case Aide.

Program stats currently reflect 52 open cases with over 50+ cases the program tries to monitor that are ICWA cases. QIN has jurisdiction for all cases on reservation and can intervene and/or transfer jurisdiction of ICW cases upon their discretion (policy needs to be developed). The program has base budgets from QIN, State dollars (ICW & ILS), IV-E and IV-B.

#### **Scope of Work:**

Contractor will work directly with Health & Wellness Director, Deputy Director and Social Service Manager. A timeline will be established to review records, codes, policies, organization charts, staff interviews, and other details the contractor finds helpful to a thorough review.

1. After review, identify specific policy gaps and provide draft policies for each area.
2. Review relevant Tribal Codes and provide recommendations for improvements.
3. Review organizational chart and make recommendation on modifications based on staffing levels using best practices.
4. Schedule one on one interviews with staff to gather information.
5. Develop list of services offered to community that QFS actively provides

#### **Proposal Submittal**

Proposals shall demonstrate that the individual has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses shall include:

1. Project Schedule
2. The proposed work plan and schedule for activities to be performed

3. A minimum of 3 references that are knowledgeable regarding the individuals recent performance or work in like areas.

### **Minimum Qualifications:**

- (a) Experience of at least 5 years in tribal child welfare setting
- (b) Resume to reflect experience and education and/or training in Child Welfare
- (c) Resume to reflect experience in programmatic review
- (d) Strong communication skills
- (e) Sign confidentiality waiver

Project schedule: Once the contractor is selected, the schedule will be determined but must not exceed 90 days.

Payment terms: Cost shall include hourly rate of pay with timeline to match the hours needed for review. Contractor may submit for per diem reimbursement.

Criteria for selection: Health and Wellness seeks contractor who has experience with programmatic review. Contractor should submit with resume a minimum of 2 references where similar reviews were completed.

### **Selection Process**

QIN Health & Wellness will appoint a committee made up of at a minimum the Health & Wellness Director, Health & Wellness Deputy Director and the Social Service Manager 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 October 14, 2022.

### **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 will maintain all HIPAA -required confidentiality, including signing an Assurance of Confidentiality.
- 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 [bids@quinault.org](mailto:bids@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, by 4:00 p.m. on Friday September 30, 2022.**