

Request for Qualifications

Tribal Court Cultural Consultants

Proposal Due Date: March 17, 2023

The Quinault Tribal Court is soliciting submissions for contracted services from interested Quinault Tribal members to provide cultural activities and guidance to Tribal members/participants of our healing to wellness courts. It is anticipated that the delivery of services under the contract will begin on or around April 3, 2023. The contract will be awarded for a period of three (3) years.

Instructions:

All submissions must be submitted either in PDF format or in a sealed envelope and clearly marked "Sealed Response-Tribal Court Cultural Consultant Qualifications" and include 4 copies of the submission. Responses may be emailed to bids@quinault.org or mailed to Quinault Indian Nation (QIN), Attn: Ryan Allen, PO Box 70, Taholah, WA 98587. Responses will be accepted until the contract is awarded. The QIN will review the first round of responses delivered to, or postmarked by **4:30 p.m. on March 17, 2023**

Scope of Work:

Contractor will provide cultural activities and guidance to participants of our healing to wellness courts. Contractor will work collaboratively with the wellness court team.

Each contractor will provide a minimum of one cultural activity per month. The activity will have cultural significance and fold in components of wellness and sobriety. Following each event, the contractor will submit an attendance report to the Wellness Court Coordinator.

Minimum Qualifications:

- (a) Enough knowledge of Quinault culture, language, custom and tradition to be qualified to teach others.
- (b) Experience working directly with the Quinault community.
- (c) Ability to work with a large group of people.
- (d) Experience working with persons recovering from addiction.

Statement of Qualification Requirements:

1. Description of consultant's experience and knowledge of Quinault culture, language, custom and tradition, including an explanation of how this experience will best meet the Court's needs as described in the Scope of Work.
2. Description of experience working with persons recovering from addiction.
3. A list of at least three (3) professional references regarding consultant's reputation and qualifications with respect to teaching Quinault culture.
4. A description of fees or fee structure to be charged for services.

Selection Process

The Court will appoint a committee to evaluate all responsive RFQ submissions and rank them based on experience, qualifications and response to requirements listed above. The selected individual is expected to be notified by March 24, 2023

Requirements for the Selected Contractor

- Selected applicants will be required to pass a criminal background check.
- Contractor will obtain a Quinault Indian Nation business license.
- Contractor will sign the attached Agreement for Services.
- Contractor must submit a Form W-9 within 10 days of signing Agreement.

Terms and Conditions

Questions regarding this RFQ or the submittal process should be directed to Nora Mix at nmix@quinault.org. All responses will be provided via email.

QIN reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFP 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. Submissions become the property of the QIN and will not be returned.

Respondents will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the Nation for the purpose of influencing favorable disposition toward either their proposal or any other QIN submitted as a result of this RFQ.

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 Tribal Court.