

Request for Qualifications
Tribal Court Peer Support Specialist

Proposal Due Date: June 9, 2023

The Quinault Tribal Court is soliciting submissions for contracted services from interested Quinault Tribal members to provide peer support 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 June 19, 2023. The contract will be awarded for a period of three (3) months.

Instructions:

All submissions must be submitted either in PDF format or in a sealed envelope and clearly marked "Sealed Proposal-Tribal Court Peer Support Specialist" and include 4 copies of the proposal. Submissions may be emailed to bids@quinault.org or mailed to Quinault Indian Nation (QIN), Attn: Ryan Allen, PO Box 70, Taholah, WA 98587. Proposals will be accepted until the contract is awarded. The QIN will review the first round of proposals delivered to, or postmarked by **4:30 p.m. on June 9, 2023**

Scope of Work:

The selected peer support specialist will provide guidance, mentorship, and support to participants of our healing to wellness courts. Contractor will work collaboratively with the wellness court team.

The Peer Support Specialist will provide a minimum of 32 hours per week providing peer support to Wellness Court participants. Selected applicant must attend Wellness Court staffing's and hearings each week.

Minimum Qualifications:

- (a) Sufficient knowledge of Quinault culture, language, custom and tradition to be qualified to effectively support and mentor others.
- (b) Experience working directly with the Quinault community.
- (c) Ability to work with a diverse group of individuals.
- (d) Experience working with persons recovering from addiction.

Statement of Qualification Requirements:

1. Description of 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 providing peer support.
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 June 13, 2023

Requirements for the Selected Applicant

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