

**Quinault Indian Nation
Incident Command Team (ICT)
Bilingual – Spanish Speaking Case and Contact Investigators**

Statement of Qualifications Due: May 13, 2022

The Quinault Indian Nation Incident Command Team is seeking qualified Spanish speaking individuals to serve as case and contact investigators (C&C) to the Nation's Spanish speaking community. C&C investigators can complete all work from home.

Statements of qualifications are due to Ryan Allen at bids@quinault.org by 4:00pm on Friday, May 13, 2022.

Applications will be reviewed throughout the week of May 16, 2022 and notifications will go out the week of May 23, 2022.

Scope of Work:

C&C investigators must be able to perform the following Services in a professional and skillful manner to accommodate the Nation's Spanish speaking community:

1. Complete All Required Training within first week of contract:
 - HIPPA
 - AIHC C&C Training Webinar
2. Follow all policies and protocols as indicated by QBC, QIN ICT, Partnering Counties and WA State.
 - Maintain confidentiality.
 - Stay up to date on isolation and quarantine timelines developed by QIN and partnering counties.
 - Stay up to date on protocols identified by the state (for example case investigations completed within 24 hours and contact investigation within 48 hours).
3. Responsible for completing all required paperwork for case investigation
 - COVID-19 Case-Investigation-Extended Form
 - Isolation & Quarantine Letters
 - Close Contact Information Spreadsheet
 - QIN Testing Sign-Up through QIN Website
4. Responsible for communication with all required Iso/Quar Team members & Partnering Counties
 - Communication to RSHC Medical Monitor with new cases after investigation completed.
 - Communication to COVID Response Team (CRT) to set up food boxes for Isolation and Quarantine.
 - Communication to Daily Monitors about new contacts after investigation complete.
 - Fax to appropriate county will all completed paperwork.
 - Communication to Operations Chief with any issues as they arise.
5. Resources available
 - Positive Case Checklist
 - Contact Checklist

- How to Determine Isolation Timeline
- How to Determine Quarantine Timeline
- Positive Flow Chart

Specifications for Case and Contact Investigators

Location

C&C investigator are expected to work from home and will not have an office space designated for them. They must be able to privately conduct investigations while at home to ensure confidentiality.

Hours of work

C&C investigator agrees to work all hours of the day including nights and weekends. There will be a schedule established between all hired C&C investigators to help with personal planning, however if cases spike all C&C will have to be available for investigations.

Pay

Rate of pay is \$30/hour and will be billed via invoice bi-weekly to the ICT for payment. All QIN procurement policies and procedures will be followed.

Additional requirements

C&C investigator will require to have access to their own cell phone and stable WIFI connection. They will be provided with a QIN laptop (if they do not have one for work) as they will need access to the QIN server.

Minimum Qualifications:

- (a) Knowledge of community
- (b) Detail oriented
- (c) Proficient in Microsoft Suite
- (d) Computer literate
- (e) Ability to talk to and understand both Spanish or English speaking individuals on the phone
- (f) Non-judgmental and maintain confidentiality

Statement of Qualification Requirements:

1. Executive Summary (max. 1 pages)
Please provide an overview demonstrating why you would be a good fit for the position, include your computer skills and Spanish speaking background. Please list three references (personal or professional) that can speak to your ability to handle sensitive information, maintain confidentiality and be non-judgmental with community members. References will be called.

Submittal Process

Responses to the RFQ must be submitted via email to: bids@quinault.org

Responses must arrive no later than 4:00pm on Friday, May 13, 2022.

Applications will be reviewed on throughout the week of May 16, 2022 and notifications will go out the week by May 23, 2022. If selected you will have to fill out a contract with QIN.

Faxed or mailed drop off submittals will not be considered. In person submissions must go to Ryan Allen in finance.

The Nation's Indian Preference Policy will apply (attached).

Evaluation Criteria

The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Indian Preference Policy.

Selection Process

QIN ICT will appoint a committee to evaluate all responsive RFQ submittals and rank them based on experience, qualifications and criteria listed above. If deemed necessary the committee may conduct interviews during the selection process. Selected individuals are expected to be notified by May 23, 2022.

Terms and Conditions

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

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.