

Request for Proposal

Health and Wellness of Quinault Nation seek proposals for Health & Wellness Staff Meeting

Proposal Due Date: March 24th, 2023

Project: Person will pick up food/supplies from Olympia or Aberdeen, set-up chairs, tables, food, coffee, and take-down and clean up for staff meeting at Community Center (Taholah, WA).

Scope of Work:

- Pick-up food and/or supplies for staff meeting
- Set up for meeting (tables, chairs, food line)
- Clean up from meeting (meeting area, bathrooms)
- Take down food, tables, chairs, take out garbage

Minimum Qualifications:

- (a) Driver's License
- (b) Food Handlers Permit
- (c) Resume with experience in any other events similar

Project schedule: Once the contractor is selected, they will be notified and work with Tia Cheney on information for food pick-up and community center access.

Payment terms: Cost shall be flat rate with addition of government rate mileage reimbursement.

Criteria for selection:

N.A.

Selection Process

QIN Health & Wellness will appoint a committee (Aliza Brown, Melissa Capoeman and Tia Cheney) to evaluate all responsive RFP submitters and rank them based on experience, qualifications and criteria listed above. The selected individual is expected to be notified by March 27th, 2023.

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 Tia Cheney at TCHENEY@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, or mailed to Quinault Indian Nation: Attn. Ryan Allen, PO Box 70, Taholah, WA 98587, by 4:00 p.m. on Friday, March 24th, 2023.