



REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES TO EXPLORE THE VIABILITY,
FEASIBILITY, AND IMPLEMENTATION OPTIONS TO
BUILD A YOUTH WELLNESS CENTER

Projected Start Date: September 18, 2023

RFQ Due Date: September 8, 2023 at 4:00 MDT

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REQUEST FOR QUALIFICATIONS (RFQ)

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

Rocky Boy Health Center is soliciting proposals from a team of one or more qualified Consultants to prepare an in-depth business plan that explores the viability, feasibility, and implementation strategy to build and operate the proposed Miyo Pimātsiwinkamik Youth Wellness Center. Qualified individuals or firms must have the knowledge and capacity to deliver the items described in the Scope of Work.

RBHC also intends to develop a list of qualified candidates through this solicitation for future work through Indefinite delivery/indefinite quantity (IDIQ) Master Services contract(s). Candidates who are deemed qualified will enter into an IDIQ contract with RBHC to deliver similar services to those described in this RFQ and a series of Task Orders will be issued for future projects. Task Orders may be awarded to one or more qualified contractors and will be based on time and materials.

1.2 General Submission Information

Rocky Boy Health Center (RBHC) intends to award a single contract for services related to the Miyo Pimātsiwinkamik Youth Wellness Center.

1.3 Questions

Written questions regarding this proposal shall be submitted to:
Cynthia Stump, Supply Technician, at cstump@rbclinic.org or at 406-395-4486.

Deadline for questions: September 1, 2023 before 1:00pm Mountain Standard Time.

1.4 Intent to Propose

Prospective Consultants are not required to submit an e-mail notice of *Intent to Propose*, however, Rocky Boy Health Center will distribute submitted questions and answers to prospective Consultants who make a proposal declaration on or before September 1, 2023, at 1:00pm MST.

1.5 Preparation Costs

RBHC shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **fifteen (15) calendar days**, although all offers must be completed and irrevocable for **sixty (60) days** following the submission date. Notice to proceed will be given upon timely, successful contract negotiation between RBHC and Consultant(s).

2.3 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on:

- Conformance to the RFQ instructions
- Methodology and timeline utilized to complete Scope of Work
- Previous experience with Indian Country and/or Indian Health and Wellness projects

2.4 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.5 Proposal Submission

An electronic submission of the proposal must be received by RBHC no later than **4:00pm MST on September 8, 2023**. Proposals shall be delivered to:

Cynthia Stump, Supply Technician, at cstump@rbclinic.org or at 406-395-4486.

2.6 News Releases

News releases pertaining to the award resulting from the RFQ shall not be made without prior written approval of RBHC.

2.7 Disposition of Proposals

All materials submitted in response to this RFQ become property of RBHC.

2.8 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. This notification shall be submitted as an email attachment. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by RBHC after the date of receipt.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFQ is valid. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by RBHC.

2.10 Late Submissions

COMPLETE PROPOSALS NOT RECEIVED BY THE DATE AND TIME SPECIFIED IN THIS DOCUMENT WILL NOT BE CONSIDERED AND WILL BE DEEMED UNRESPONSIVE.

2.11 Rejection of Proposals

RBHC reserves the right to reject any or all proposals if determined to be in the best interest of the organization.

SECTION 3 – SCOPE OF WORK

3.1 Overview:

Rocky Boy Health Center (RBHC) has been serving our community since 1976.

Today, Rocky Boy Health Center provides a full suite of professional health care and services for over 4,000 people with a staff of over 180 employees. We provide these services in one modern facility for our Chippewa Cree community.

Rocky Boy Health Center is governed by a Board of Directors responsible for oversight, long-range planning, and approving the strategic, business, and clinical priorities of the health center to best ensure continued success in improving and restoring the health of the communities we serve.

Every decision made by our Executive Leadership, Healthcare Providers, and staff is guided by our vision of a wholly healthy community and delivered through our mission of maintaining and restoring health through leadership in compassionate care, modern practices and technology, community outreach and education, and the unique principles and traditions of our Chippewa Cree heritage.

There are four essential elements that we strive to provide to our patients and their families to fulfill our mission:

1. Provide the highest quality care.
2. Employ the best health care and operations talent we can.
3. Provide efficient access to knowledgeable and compassionate health care professionals.
4. Deliver an exceptional patient service experience.

Mission Statement

"To Educate and Empower our Relatives to Live Well."

Vision Statement

"Striving to be trusted, a valued partner, and creators of positive change."

Values

Compassion. Respect. Healing. Quality.

The Miyo Pimātisiwinkamik Youth Wellness Center (hereafter, "Miyo") will be a beacon of youth wellness for the community. Youth, ages 6-18, will have state of the art wellness facility that will facilitate activities and programming geared toward engaging youth in healthy living skills while perpetuating Chippewa and Cree languages and culture. The facility will have a clinical area specifically designed for residents ages 0-6 for newborn and mother wellness checks. Services for expecting mothers include but are not limited to well-woman exams, general pregnant women's health concerns, obstetrician, gynecologists, occupational therapy, mental health therapy, and expecting mom and parenting courses. Additionally, children 18 and under shall be offered pediatric, vision, and dental services and physical, occupational, and mental health therapies.

The facility is more than a state-of-the-art workout facility and gym complex, it will be staffed with medical and behavioral health professionals that will be used to seek out wellness concerns with clients to facilitate culturally appropriate interventions. Miyo will serve as a platform to get healthy living information out into the community and to engage parents and the community at large with the reservation youth.

Structured events and activities may include the following:

- Archery
- Basketball
- Volleyball
- Climbing
- Ropes course
- Field Hockey
- Soccer
- Tennis
- Badminton
- Lacrosse
- Pickleball
- Yoga
- Equine therapy
- Dance/Gymnastics
- Native American games, singing, dancing, regalia making
- Plant identification and ethnobotany
- Wilderness survival based on seasonality
- Cooking: food sovereignty and security, food preservation
- Gardening
- Protecting our bodies

In addition to structured physical activities, wellness curriculums will be used engage the youth and their families. Curriculums that have been effective in Indian Country will be research and deployed depending on their appropriateness and applicability to the reservation community. A few types will be immediately considered and will address leadership, teambuilding, trust, native life skills, bridges out of poverty, diversity, and coping skills. Some children may need more intensive or specific interventions and education that may include how to live with someone with behavioral health issues or physical impediments, life skills due to dropping out of school, and how to break out of apathy. Initially, the Cree language will be infused using total physical response teaching methods along side the activities assisting with the “culture is healing” principles.

The RBHC leadership team has compiled initial information and research but does not currently have the capacity to prepare an in-depth analysis and recommendations for implementation. RBHC will share this information with the successful contractor.

3.2 Scope of Work:

Task 1 – Identify the components of project development, and any dependencies based on the activities included in the Overview.

Task 2 –Collection of existing cost data and potential cost assumptions including materials, construction costs, and operating costs & key personnel that would serve to support each activity within the project.

Task 3 – Analysis of possible revenue generating activities (price data).

- 3rd party revenue potential related to the activities within the project.

- Internal tribal funding sources which are directly related to the project and its activities.
- Identification of unfunded activities where funding is not readily identifiable.

Task 4 – Estimate operating cash flows by project and prepare a consolidated Youth Wellness Center break-even analysis.

Task 5 – Prepare Net Present Value Analysis based on the expected cash flows through the potential investment term.

Task 6 – Analyze the availability and need for a Capital Mix (investments) to support the Youth Wellness Center.

In addition to the 6 Tasks above, please indicate your experience in the provision of Administrative Planning and Implementation Services including, but not limited to:

- Walkthrough decision making processes.
- Plan and Schedule meetings between Tribal personnel and contractors/consultants.
- Communicate progress.
- Business start-up administration

3.2 Project Schedule

Projected Start Date: September 25, 2023

Projected End Date: December 31, 2025

3.3 Anticipated Future RBHC Projects include:

- Miyo operation plan
- Strategic planning
- Business Plan Development for additional Master Plan components
- Indian healthcare revenue analysis
- Behavioral Health services expansion
- Infrastructure related to Environmental Health
- Professional housing feasibility
- Other projects that require planning on an as needed basis

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed nine (9) pages in length (excluding resumes, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½" X 11" sheet of paper with no less than 0.5" margins.

4.1 Cover Letter (Limited to 2 Pages)

- A.** Identify the RFQ project for which proposal has been prepared.
- B.** Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C.** Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D.** The cover letter must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.2 Proposal Narrative (Limited to 7 Total Pages)

A. Firm Experience (0-25 Points)

- 1. Detail the firm's comprehensive planning knowledge and experience.
 - Provide resumes and/or Bios for key staff.
- 2. Detail the firm's experience with Native American consulting, project planning, project management, and/or project implementation.
- 3. Provide references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.

B. Key Project Staff and Subconsultants (0-25 Points)

Identify key project staff, and subconsultants expected to provide services on behalf of the firm, including their availability. Resumes should be included for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially Native American projects, should be noted.

C. Available Resources and Consultant Location (0-10 Points)

- 1. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
- 2. Describe the firm's ability to meet in person with RBHC program staff.
- 3. Preference will be given to a qualified firm, or consultant located in close proximity to the Box Elder community.
- 4. Native American Preference – evidence of being at least 51% owned by a Native American.

D. Project Methodology and Approach

(0-30 Points)

Provide detailed information on the firm's methodology, including timeline, in meeting the scope of work requirements identified in Section 3. Provide breakdown of each task and subtask. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks.

E. Project Budget

(0-10 Points)

Provide the price per hour and estimated hours for each of the firm's proposed tasks. It is the expectation that the per hour price will be billed at 15-minute increments.

F. Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

A.	Firm Experience	0-25 Points
B.	Key Project Staff and Subconsultants	0-25 Points
C.	Available Resources and Consultant Location	0-10 Points
D.	Project Methodology and Approach	0-30 Points
E.	Project Budget	<u>0-10 Points</u>
	Maximum Score	100 Points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

1.0	Outstanding
0.8	Excellent
0.6	Good
0.4	Fair
0.2	Poor
0.0	Unsatisfactory

The rating factor for each criterion category will be multiplied against the points available to determine the total points for that category.

A committee of individuals will perform evaluation of the proposals. The committee will rank the proposals as submitted.

RBHC reserves the right to award Contract(s) solely on the written proposal.

RBHC also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on written proposals and oral interviews, if conducted. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked Proposer, after the second scoring, if performed, will be invited to enter into contract negotiations with RBHC for the purposes of Contract Award for the Miyo Pimātisiwinkamik Youth Wellness Center.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer may be invited to enter into Contract negotiations with RBHC Miyo Pimātsiwinkamik Youth Wellness Center. If an agreement cannot be reached with the highest-ranked Proposer, RBHC shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue working through the ranked Proposers until successful negotiations are achieved. However, RBHC reserves the right to terminate negotiations with any Proposer should it be in the organization's best interest. RBHC reserves the right to reject any and all proposals submitted. Other qualified firms may be invited to enter into IDIQ contract negotiations through a similar process.