



REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES TO FACILITATE THE
INCLUSION OF CHIPPEWA CREE LANGUAGE AND
CULTURE INTO THE ROCKY BOY HEALTH CENTER
PROGRAMS, SERVICES, AGREEMENTS, AND FUNCTIONS

Projected Start Date: ASAP

RFQ Due Date: January 26, 2024, at Noon MDT

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REQUEST FOR QUALIFICATIONS (RFQ)

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

Rocky Boy Health Center (RBHC) is soliciting proposals from a team of one or more qualified Consultants to facilitate the inclusion of Chippewa Cree culture and language into the programs, services, functions, and agreements administered by the Rocky Boy Health 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

Initially, RBHC intends to award the first task order for services related to the language and cultural inclusion at the Miyo Pimātisiwinkamik Youth Wellness Center. Other Proposing firms may be asked to enter into a Master Agreement for future anticipated task orders highlighted in section 3.3.

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: January 15, 2024, 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 January 15, 2024 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 the initial Scope of Work for Task Order 1.
- Previous experience incorporating and facilitation the inclusion of language and culture into projects and services.

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 Noon MST on January 26, 2024**. Proposals shall be electronically delivered to:

Cynthia Stump, Supply Technician, at cstump@rbclinic.org.
Phone: 406-395-1685

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 initial Task Order to the Master Agreement with the chosen Contractor will be to help plan and facilitate the inclusion of Chippewa Cree language and culture into the Miyo Pimātsiwinkamik Youth Wellness Center. Miyo Pimātsiwinkamik 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 to 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. RBHC planning efforts need support around this language inclusion effort.

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 for Task Order 1: Chippewa Cree Language and Cultural Inclusion to the Miyo Pimātisiwinkamik Youth Wellness Center

Task 1 – Organize, coordinate, and facilitate planning efforts specifically related to appropriately incorporating language and culture into the Miyo planning and design efforts.

Task 2 – Organizing and facilitating focus groups and community input to ensure adequate and appropriate incorporation of Chippewa Cree language(s) and culture into Miyo programming.

Task 3 – Conduct analysis of community input efforts as it relates to the incorporation of Chippewa Cree language and culture into Miyo and make recommendations on how best to integrate those recommendations into Miyo.

Task 4 – Assist with recommending, developing, and adjusting curriculum to incorporate Chippewa Cree language and culture into Miyo efforts.

Task 5 – Assist with designing and facilitating the inclusion of Total Physical Response and other effective tribal language and culture teaching methods into Miyo activities.

Task 6 – Assist with the development of assessments, benchmarks, applied research and continuous improvement as it pertains to the effectiveness of incorporating Chippewa Cree language and culture into Miyo efforts.

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

- Designing and implementing language and culture into youth educational programming
- Community engagement as it pertains to language and culture
- Chippewa or Cree language fluency and cultural understandings
- Ability to work with, and around, children in Rocky Boy

3.2 Project Schedule

Projected Start Date for Task Order 1: February 1, 2024

Projected End Date for Task Order 1: December 31, 2025

3.3 Anticipated Future RBHC Projects include:

- Incorporation of Chippewa Cree language and culture into RBHC operations.
- Facilitating the inclusion of Chippewa Cree language and culture into development efforts as pertaining to facility design and location, permitting, design, and construction.
- Incorporating Chippewa Cree language and culture into the funding agreements with the Indian Health Service and what that incorporation looks like when delivering the programs, services, functions, and agreements of RBHC.

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 (0-20 Points)

- 1. Detail the firm's comprehensive planning, development, and implementation knowledge and experience.
 - Provide resumes and/or Bios for key staff.
- 2. Detail the firm's experience with tribal language and culture.
- 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 (0-20 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 (0-20 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. 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 Task Order 1 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 expected that the per hour price will be billed at 15-minute increments. Provide an all-inclusive rate schedule detailing the hourly rates for personnel, equipment, or other billable items that may be necessary for Task Order 1 and that can be applied to future projects listed in Section 3.3.

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	0-20 Points
B.	Key Project Staff and Subconsultants	0-20 Points
C.	Available Resources and Consultant Location	0-20 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

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 Task Order 1: Chippewa Cree Language and Cultural Inclusion to 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 Task Order 1: Chippewa Cree Language and Cultural Inclusion to the 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.