Request for Proposal (RFP)
Wrap Around Services
Klamath Tribes Health & Family Services Department
RFP # 201KTHFS1-WrapAroundServices

Introduction:

The Klamath Tribal Health and Family Services Department (KTHFS) is seeking qualified and experience parties to submit a proposal to provide peer support wrap around services in conjunction with the Behavioral Health Department. The selected party would enter into a binding contract with the Klamath Tribes.

A. **Scope of Work:**
Described below are the technical requirements for the material, product, or service to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use.

1. This RFP is directed at all qualified organizations that can provide the following types of services to adult American Indians and Alaskan Natives within Klamath County.
    a. Street outreach with American Indian/Alaskan Native homeless population
    b. Peer support (7 days a week)
    c. Temporary safe, sober, shelter placement as needed
    d. Direct support services for lower level needs (food, clothing, transportation)
    e. Culturally inclusive recovery supports specific to the American Indian/Alaskan Native population
    f. Brief assessment of homeless experience

2. Interested parties will be working closely with the department staff at Behavioral Health and report monthly on any gaps in services and any accomplishments. The selected party will be considered an independent contractor; and Behavioral Health will provide Outpatient behavioral health service treatment and intensive case management for each individual.

3. Party will be required to give their professional opinion and report any recommendation that may be helpful to provide adequate and successful services to American India/Alaskan Native clients.

4. Must be able to communicate professionally, verbally, on telephone, and in written emails and official correspondence. A one paragraph email or letter will need to be provided with RFP response to show writing and communication skills.

5. The party must have experience with outreach and support of individuals with substance abuse, mental health, and homeless or displaced barriers, and in working directly with Native Americans, and specifically Klamath Tribal members.

6. The party must be willing to travel and perform work within Klamath County. Special attention to outlying areas such as Chiloquin, Beatty, and Sprague River are of importance.

7. The proposal must show the total cost for labor, travel, supplies, shelter support and any other necessary operating costs to complete the project.

8. The timeline to complete this services is strictly set at December 31, 2020 with the CARES Act funding and US Department of Treasury guidance. The purpose of this RFP and requested services is to respond to,

prepare for, and mitigate the COVID-19 pandemic health emergency. The service is to provide wrap around COVID-19 counseling services to clients who have been affected by COVID-19 and to help each client to prepare for the new normal as it relates to COVID-19. Additional time and funding may be provided from KTHFS.

9. The party must understand that all aspects of this project is confidential and The Klamath Tribes and clients privacy must be protected at all times during the project.

10. A Final Closeout Report will be due 90 days after completion of the COVID-19 project.

11. The party must be respectful to the Klamath Tribes and their possessions at all times. The party is encouraged to ask questions at any time for clarification or ask for a meeting to clarify processes.

12. The party and its employees must fully understand that the project services must be strictly developed to prepare for, prevent, and mitigate COVID-19.

B. **Quality Requirements:**

The Klamath Tribes and KTHFS Department will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the KTHFS Department will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources

Required

1. Must be an established Organization with a track record of providing peer support services.
2. Must have an Oregon State approved Peer Support Specialist Certification, or Recovery Mentor Certifications for staff performing outreach.
3. Must provide 3 professional references.
4. Must not be debarred or suspended from doing business with the federal government.

Preferred or If Applicable

Selected contractor will need to provide the preferred documents with contract.

1. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
2. Provide certificate of insurance for general liability and automobile insurance. If selected, party will be required to provide information at time of contract signing.
3. Must provide proof to claim Indian preference (if applicable), by providing an Indian Enterprise Qualification Statement (IEQS).
4. It is preferred that the party be registered with the System for Award Management (sam.gov).

C. **Evaluation Factors and Scoring:**

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribes' Administration reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.

2. Method of Review: The Klamath Tribes' and Health & Family Services and its authorized representatives will review all proposals received and may contact the party to request further information. The Klamath Tribes Health & Family Services may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration shall be final and not subject to appeal.

3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:

   a. (0-55 points) Proposal Preparation and Requirements. The RFP must demonstrate responder's ability to carry out requirement listed in Sections A-C.

   b. (0-35 points) Cost: Cost will be determined by lowest lump sum price and points will be based formula method (if possible).

   c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.

   d. Indian preference: At minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.

   e. In the case of duplicate proposals the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (without Indian Preference)

D. **Instructions for Submitting Proposals:**

1. Return proposal in an envelope clearly marked according to the following instructions below. One original and must be submitted. Alternate proposals will not be accepted.

2. Sealed Bids can be submitted in person, through US Postal Service, or by ground delivery to:

   The Klamath Tribes
   Klamath Tribal Health & Family Services
   Attention: Purchasing Agent
   3949 S. 6th St.
   Klamath Falls, OR 97601

3. Do not submit RFP by email or Fax.

4. On outside of sealed envelope write:
   "**201KTHFS1-WrapAroundServices and in individual or company name**"

5. Questions on the RFP can be directed to Monica Yellowowl at (541)882-1487, or email monica.yellowowl@klm.portland.ihs.gov

E. **Closing/Opening Date and Time and Method of Solicitation:**

1. Proposals will be accepted at the address above up to **1 p.m. on August 12, 2020**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time. If, at the time of the scheduled closing date, The Klamath Tribes Health & Family Services is closed due to uncontrolled events or administrative closures RFPs will be accepted until 2:00 p.m. on the next normal business day.

2. Proposals will be opened at **2 p.m. August 8, 2020** at the Klamath Tribal Health Administration office, 3949 S. 6th St. Klamath Falls Oregon. If, at the time of the scheduled opening date, The Klamath Tribes Health Administration is closed due to uncontrolled events or administrative closures, RFPs will be opened at 3:00 p.m. on the next normal business day.

3. This RFP has been published by:

	Publication in a Newspaper of general circulation
x	Direct solicitation of proposals from an adequate number of known sources
x	Klamathtribes.org and/or Klamath Tribal Health and Family Services Website

F. **Indian Preference:**

1. To the greatest extend feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

G. **Provisions:**

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will comply with Klamath Tribes Procurement Policies.