



Spokane Tribe of Indians

P.O. Box 100 - Wellpinit, WA 99040 - Ph. (509) 258-4581

CENTURY OF SURVIVAL

1881 - 1981

**Request for Proposal for a Psychiatrist, or
Psychiatric Nurse Practitioner
Spokane Tribe Health and Human Services
Behavioral Health Program
Proposal No. RFP21-006**

Opening Date: 03/25/2021

Closing Date: 04/12/2021

CONTACT

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Spokane Tribe of Indians

PURCHASING/PROPERTY DEPARTMENT

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WELLPINIT WA 99040

BACKGROUND

On behalf of the Spokane Tribe of Indians (herein called the “Tribe”) we hereby request proposals from reasonable, responsive, responsible, qualified vendors possessing the ability to provide *a professional role as a prescribing psychiatrist, or a psychiatric nurse practitioner*, for the Spokane Tribe of Indians. This RFP and specifications will be used to determine all necessary information for interested vendors to use when finalizing a proposal.

QUALIFICATIONS

The Spokane Tribe is seeking a qualified Licensed Psychiatrist, or Psychiatric Nurse Practitioner having:

- Medical degree from an accredited medical school and completion of an approved, or psychiatric/medical residency
- Master of Science in Nursing (MSN) - Psychiatric-Mental Health Nurse Practitioner
- Current and valid board certification in Psychiatry and or, Board Certified in Addiction Medicine by American Board of Preventive Medicine, or
- Psychiatric-Mental Health Nurse Practitioner (Across the Lifespan) Certification
- Licensed to practice in state of Washington
- Current DEA registration
- Data 2000 Waivered
- Excellent knowledge and familiarity with current DSM 5 criteria
- Familiar with crisis assessment tools and techniques
- Strong working knowledge of general psychiatric principles and practices
- Excellent interpersonal and communication skills
- Cultural Competence and desire to work with the Native American population

SCOPE OF WORK

The Spokane Tribe is seeking a psychiatrist, or psychiatric nurse practitioner to:

- Prescribe and monitor psychiatric medications
- Provide education on medications and possible side effects
- Prescribe and monitor Suboxone administration for Medication Assisted Treatment
- Collaborate with physicians, psychologists, social workers, psychiatric nurses, and other professionals to discuss treatment plans and progress
- Provide consultation with program staff and shared clients
- Maintain patient information and records, including social, or medical history obtained from patients, relatives, or other professionals and organizations
- Conduct psychiatric evaluations for children, adolescents, and adults
- Conduct mental status examinations and pharmacological evaluations
- Provide clinical supervision to staff on the type and nature of ongoing psychotherapy needs of shared clients
- Support staff to provide recovery-oriented and trauma-informed services
- Complete progress notes, significant events, referrals, and evaluations in a timely manner
- Utilize Electronic Health Record and ePrescribing platform to monitor, manage, and track progress of clients

Upon completion of a competitive proposal process, all proposals will be evaluated and the selected contractor will be retained by the Spokane Tribe of Indians to provide support to the Health and Human Service department.

TERMS OF ENGAGEMENT

Upon completion of evaluation, should the awarded individual choose a contract between the Spokane Tribe of Indians and the awarded individual will be made in regards to the scope of work listed in this request for proposal for duration of 1 year (starting from the execution date of the contract, with an option of renewing for additional 1 year).

PROPOSAL SUBMITTAL REQUIREMENTS AND EVALUATION PROCESS

To be considered responsive to this RFP, each Proposer is required to submit their proposal for the work in written form. Two (2) copies of the submitter’s written proposal will be due no later than April 25th, 2021. The Selection Committee will consider each proposal relative to the needs of the Tribe as described in this RFP, SOW, and the Contractor’s response to each aspect of the Work. Scoring by the Selection Committee of the submitter’s written proposal to produce a total score and ranking of individuals.

- Qualifications - Present qualifications to complete the Work as described in the SOW. Demonstrate capability of providing all services anticipated within the SOW.
- Project Management - Present the process by which the Proposer will establish and maintain effective project management throughout the course of the Work. Include cost and task tracking mechanisms proposed to keep Work on schedule, within budget, and of professional quality.
- Technical Proposal - Provide a narrative discussion of your relevant experience with the Mental Health field and plan for the Work in sufficient detail to demonstrate the Proposer understands key objectives for each project/task described herein and has developed a logical strategy for resolution.
- Business Proposal. Provide itemized hourly rates and per diem/travel rates, and other relevant cost information.

Proposals prepared in accordance with the RFP/SOW and received by the closing date and time will be opened, reviewed, rated by the Selection Committee, and a recommendation will be made to Tribal Council for formal acceptance. Scoring of proposal submittals will be based on the following criteria:

Proposal Evaluation Criteria	Maximum Points Available
Qualifications	10
Applying assessments, diagnosis, treatment planning, discharge planning with Native Populations	20

Project Management	5
Relevant Experience and Understanding of the Work	15
Technical Proposal	10
Providing Crisis intervention and developing Crisis intervention plan	5
Business Proposal and Proposed Service Costs	10
3 or more years working with a Native population of youth ages 4-18 in a behavioral health setting	10
Any Additional licenses and/or certifications that complement the license in delivery of psychiatry and mental health services.	5
Native Preference	10
Total	100

ADDITIONAL INFORMATION

Awarded contractor will have access to an Electronic Health Record and Electronic Prescribing provided by the Behavioral Health Program. The typical operation hours are from M-F 8:00 a.m. – 4 p.m.

OTHER REQUIREMENTS

- Please provide at least three (3) relevant professional references as a part of the proposal
- Please provide proof of Professional Liability Insurance

We thank you for your consideration of this RFP. Should you have any comments or questions, or wish to submit a proposal, please contact Nathan Ayala at (509) 458-6550.

**Contractor Certification Regarding
Debarment, Suspension, and Other Responsibility Matters**

The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State, Local or Tribal department or agency;

(b) Have not within a five-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/bid had one or more public transactions (Federal, State, Local or Tribal) terminated for cause or default.

Typed name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.