

# **REQUEST FOR PROPOSAL**

**Physical Therapist**

**RENO-SPARKS INDIAN COLONY**



**SUBMISSION DEADLINE:**

**April 2, 2017  
5:00pm**

# REQUEST FOR PROPOSAL

## Physical Therapist

### I. INTRODUCTION

The Reno-Sparks Indian Colony, a tribal government organized under section 16 of the Indian Reorganization Act, 48 Stat. 984 (herein called "RSIC") seeks proposals and qualifications from firms/individuals interested in serving as a Physical Therapist for the Reno-Sparks Tribal Health Center. Responses shall be addressed to Cameron Smith, Procurement Officer, Reno-Sparks Indian Colony, 34 Reservation Road, Reno, NV 89502 until 5:00 P.M. on April 2, 2017. All proposals received will be logged as to the date and time of delivery. Responses from firms/individuals received after the date and time specified above will not be considered.

Native American owned firms or individuals will be afforded preference to compete for these services and will not be discriminated against on grounds of race, color, sex or national origin in consideration for an award. The RSIC reserves the right to accept or reject any or all proposals or any parts thereof, if it is deemed in the best interest of the RSIC.

Prior to awarding of the contract, an interview, or a meeting with the Tribal Council, or a subcommittee thereof, consisting of the RSIC Tribal Health Center Director or any designated personnel could be requested.

### II. SCOPE AND PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit a written proposal and a Qualification Statement. The RSIC is seeking a firm or individual to provide physical therapy services to diabetic and non-diabetic individuals by a licensed Physical Therapist at the Reno-Sparks Tribal Health Center ("RSTHC"), 1715 Kuenzli Street., Reno, Nevada. Services shall be provided for up to three (3) years.

The RSIC desires to enter into an independent contractor relationship and seeks services rendered at least two and up to three days per week. The Physical Therapist contractor is solely and entirely responsible for its acts, and those of its agents, employees and subcontractors during the performance of the contract. The Physical Therapy contractor may not assign its obligations under the Contract without the express, written consent of RSIC. All providers will be required to be properly licensed and in good standing to practice in the State of Nevada.

The Physical therapists is a health care professional who help individuals maintain, restore, and improve movement, activity, and functioning, thereby enabling optimal performance and enhancing health, well-being, and quality of life. Their services prevent, minimize, or eliminate impairments of body functions and structures, activity limitations, and participation restrictions. Physical therapy will be provided for individuals of all ages who have or may develop impairments, activity limitations, and participation restrictions related to (1) conditions of the musculoskeletal, neuromuscular, cardiovascular, pulmonary, and/or integumentary systems or (2) the negative effects attributable to unique personal and environmental factors as they relate to human performance. Physical therapists' scopes of work and supervision

requirements are defined by the physical therapy practice act and boards in each state.

Other Duties and Responsibilities include:

- Reviews and interprets finding to distinguish between normal and abnormal condition during client screening including diagnosing and monitoring of patient compliance;
- Carries out treatment and emergencies or other procedures required, administer medication, observe and document patient's condition in the electronic health record, manages medications and treatment as needed;
- Participates in appropriate medical and administrative committees and assist with preparing, maintaining health center accreditation;
- Assist in medial audits and peer reviews, as necessary;
- Uses the electronic health record to assure accurate patient information and maximization of reimbursement.

The ideal firm or individual will perform their duties in the interests of the Reno-Sparks Indian Colony with sound judgment, care, skill, prudence and diligence that an expert would use in a similar situation.

### **III. Minimum Qualifications**

All proposals will be reviewed to determine whether or not the Respondent has met the minimum qualifications and requirements as specified below. Failure to satisfy the following qualifications may result in the disqualification of the respondent's proposal:

- He/She must have Nevada licensure, be in compliance with all licensing boards, and have maintained continuing education as required by the State of Nevada;
- Obtain and maintain CPR and First Aid certifications within first three months of hire;
- Physical ability to lift, stand, and assist participants as needed;
- Demonstrated ability to communicate and work effectively with diverse individuals. Must be able to work in a diverse minority environment;
- Ability to work extended hours according to the needs of the participants;
- Must be able to pass a TB test or provide documentation of a recent tuberculosis test;

### **IV. SUBMISSION PROCEDURES**

Ten (10) hard copies of the written proposal shall be submitted. In addition to the written proposal, the package should include a Qualification Statement. The package should be submitted to the RSIC no later than 5:00 P.M. on April 2, 2016. Responses shall be enclosed in a sealed envelope/package.

All responses will be logged as to the date and time of delivery. No proposal will be accepted after the deadline indicated above.

Qualification Statement: The Qualification Statement shall contain the following information:

- A one-page cover letter with a brief description and history of the firm or individual.
- The experience and qualifications of the principals of the firm/individual.
- Include any experience working with Native American Tribes, organizations or patients.
- A list of references where physical therapy services have been provided within the past five years sufficient to demonstrate experience and knowledge. The Qualification Statement shall include services for outpatient clinics that are similar in character and scope.
- Please incorporate items included in the bullet points under Selection Process and Criteria listed below.

All information requested in this RFP must be submitted in the format specified in this RFP. Responses not meeting format requirements or that are incomplete in any way may be rejected.

#### **V. SELECTION PROCESS AND CRITERIA**

Each firm or individual submitting a response to the RFP will be evaluated using the following criteria:

- Physical Therapy services – For example, experience and years in service, references from similar patients. (30 percent)
- How will customer service be provided to RSIC? For example, how often will physical therapy services be available? (15 percent).
- Experience of firm principals and key employees (10 percent).
- Experience working with small organizations, specifically Native American governments and/or clinics. (10 percent)
- Native owned firm (15 percent)
- Is there a local Reno or Nevada office? (5 percent)
- Total number of clinics under physical therapy contracts in 2015 or 2016 (5 percent)
- Size of firm and is the firm a regional, national or international firm (5 percent)
- Positive references from third parties, including other clinics or hospitals (5 percent)