

**RENO SPARKS INDIAN COLONY
REQUEST FOR PROPOSAL**

PSYCHOLOGIST



SUBMISSION DEADLINE:

March 22, 2017

REQUEST FOR PROPOSAL PSYCHOLOGIST

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 Psychologist 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 March 22, 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 limited psychological services by a licensed Psychologist 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 is desiring to enter into an independent contractor relationship. The Psychologist contractor is solely and entirely responsible for its acts, and those of its agents, employees and subcontractors during the performance of the contract. The Psychologist 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 ideal firm or individual will be an experienced Psychologist with at least five years or more experience in providing psychological services and assessments. The most desirable firm/individual will be a psychologist who has specialized training providing services to children and adolescents in an outpatient and inpatient clinical setting for

Native Americans/Alaskan Natives. The psychologist will utilize expertise and credentialing to perform and compile a Community Assessment of the RSTHC minor population to establish programmatic Behavioral Health Integration into the Primary Care Setting for pediatric (up to age 17) patients.

Duties performed will be as follows:

- Review and evaluate pediatric and adolescence records and primary care flow for the continuity and standards of care.
- Provide advice and recommendations to the Reno-Sparks Tribal Health Center and Behavioral Health Services in all matters related to the behavioral health integration assessment
- Establish proper referral services as needed for children within
- Review health records for pediatric and adolescence within RSTHC including referrals from within the organization
- Provide support to behavioral health providers in clinical planning and support the Clinic Director in identifying urgently needed services or interventions
- Review charts of pediatric patients from the RSTHC and other RSIC programs to begin a community assessment to target the identified population.
- Conclude the review and assessment within a one-year (1) contract with an option to extend for another period of time to be negotiated by both parties.
- Access and review electronic behavioral health records, medical records, and referrals from other agencies and former RPMS databases.
- Deliver a written narrative describing the recommendation or findings to the Clinic Director for review. Information is to be shared with RSIC other programs for standards of care.
- Provide a written recommendation regarding the course of action related to each program to provide functionality, protocols, and procedures for review.
- Establish and provide Policy and Procedures for behavioral health services integration into the primary care setting.
- Provide outpatient psychological services focusing on psychological assessments and evaluations of children and adolescents scheduled by the RSTHC Behavioral Health division site during the term of this Contract
- Provide integration of Behavioral Health in the primary care setting to support pediatrics

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:

- The individual must have graduated from an accredited college and has earned a PhD in psychology
- He/she must have a current license to practice in the State of Nevada with no limitations
- He/she must have at least 5 years specialization working with children (up to age 17)
- He/she must have at least 5 years experience utilizing and implementing psychological testing, instruments, and results
- Preference will be given to persons with five years of experience providing services directly to Native American/Alaskan Natives in an outpatient and inpatient care facility
- Must be able to pass a pre-employment alcohol and drug screen and pass a PL 101-630 Indian Child Protection and Family Violence Act background check

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 March 22, 2017. 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/Alaskan Native Tribes, organizations or patients.
- A list of references where psychological 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:

- Psychological 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 psychological 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 psychological 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)