

**RENO-SPARKS INDIAN COLONY  
REQUEST FOR PROPOSAL  
PODIATRIST**



**SUBMISSION DEADLINE (Extended):**

**March 31, 2017  
5:00 P.M.**

# REQUEST FOR PROPOSAL CONTRACT PODIATRIST

## 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 part-time podiatrist 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 31, 2017. All proposals received will be logged as to the date and time of delivery. Responses from firms 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 part time podiatry services at the Reno-Sparks Tribal Health Center ("RSTHC"), 1715 Kuenzli Street., Reno, Nevada. Services shall be provided for up to three years.

The RSIC is desiring to enter into an independent contractor relationship. The contractor is solely and entirely responsible for its acts, and those of its agents, employees and sub-contractors during the performance of the contract. The 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 medicine in a State and will be required to comply with the clinic's credentialing and privileging requirements.

The ideal firm will be an experienced podiatrist with five years or more experience in providing podiatry services. The most desirable firm will be experienced with Tribal clinics. The contractor shall provide podiatry services at least two days per month (8 hours per day).

The ideal firm 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 firm/individual must provide medical malpractice insurance
- The firm/individual must have a minimum five-year performance record of actually providing podiatry services.

### **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 31, 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.
- The experience and qualifications of the principals of the firm.
- A list of similar clients currently provided locum tenen services 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. Include any experience working with Native American Tribes or organizations.
- 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/individual submitting a response to the RFP will be evaluated using the following criteria:

- Podiatry services – For example, experience and years in service, references from similar clients. (25 percent)
- How will customer service be provided to RSIC? For example, how often will provider be available? How soon can the provider be available when called upon? (15 percent).
- Experience of provider. For example, the number of years as a Podiatrist (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? (10 percent)
- Total number of clinic(s) served in 2015 (5 percent)
- Positive references from third parties, including other clinics or hospitals (10 percent)