REQUEST FOR PROPOSAL

LOCUM TENENS PROVIDER

RENO-SPARKS INDIAN COLONY

SUBMISSION DEADLINE:

NOVEMBER 8, 2019
2:00 P.M.
REQUEST FOR PROPOSALS
RENO SPARKS INDIAN COLONY | RENO SPARKS TRIBAL HEALTH CENTER
LOCUM TENENS PROVIDER

I. INTRODUCTION

The Reno-Sparks Indian Colony, a tribal government organized under the section 16 of the Indian Reorganization Act, 48 Stat. 984 (herein called RSIC) seeks proposals and qualifications from firms/companies interested in providing the following services to the Reno-Sparks Tribal Health Center (RSTHC): coordination, screening and placement of medical professionals on a temporary basis at the RSTHC (the “Services”)

Responses should be addressed to Cameron Smith, Procurement Officer, Reno-Sparks Indian Colony, 34 Reservation Road, Reno, NV 89502. Attention: LOCUM TENEN firms RFP. Responses will be accepted until 2:00 P.M. on November 8, 2019. All proposals will be logged as to the date and time of delivery. Responses received after the date and time specified above will not be considered.

Native American owned companies will be afforded preference to compete for the contract. No individual will 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 RSTHC Director or any designated personnel could be requested.

II. INSTRUCTIONS TO RESPONDENTS

- No oral, telegraphic or telephone proposals or modifications will be considered.
- The contract will be awarded to the Respondent who submits the best proposal for the Services.
- RSIC reserves the right to reject any or all responses. If there are minor irregularities or informalities in any response or the selection process, RSIC reserves the right to waive provisions minor irregularities or informalities.
- Before submitting a proposal, each respondent must (a) include any relevant credit approvals that may be necessary, and (b) familiarize all principals with federal, state and local laws, ordinance, rules and regulations that may in any manner affect performance of the Services.
- The Health Center – LOCUM TENENS PROVIDER, will be awarded according to which will be in the best interest of the Reno-Sparks Indian Colony Tribal Health Center.
- The Respondent must expressly agree to comply with all applicable RSIC ordinances, and all other applicable laws, codes, and regulations.
- RSIC Business License and Sales & Use Tax Permit for General Contractor and all Sub-Contractors – Contact: Ms. Willett Y. Smith, RSIC Tax Manager (775) 329-2936.
- The final authority to award a Contract rests solely with the RSIC.
III. 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 companies to provide temporary back-up coverage by licensed physicians, physician's assistants, and advanced nurse practitioners to provide medical services at the Reno-Sparks Tribal Health Center (“RSTHC”), 1715 Kuenzli Street., Reno, Nevada. The contract, when awarded, will have a term of up to three (3) years. RSIC may award up to two contracts.

The final contract will create an independent contractor relationship. The locum tenens provider company will be solely and entirely responsible for its acts, and those if its agents, employees and sub-contractors during the performance of the contract. The locum tenens contractor may not assign its obligations under the Contract without the express, written consent of RSIC. All individual medical services providers will be required to be properly licensed and in good standing to practice medicine in the State of Nevada.

The ideal firm will be an experienced locum tenens company with five years or more experience in providing temporary physician or physician assistant/nurse practitioner services. The most desirable firm will have experience placing locum tenens providers at Tribal clinics. The most desirable firm will employ a team of experienced licensed providers.

The contract will require the company to perform the Services 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.

IV. 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 must provide medical malpractice insurance to its providers
- The firm must have a minimum five-year performance record of actually providing locum tenens services.

V. 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. 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 tenens 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.

VI. SELECTION PROCESS AND CRITERIA

Each company submitting a response to this RFP will be evaluated using the following criteria:

• Locum Tenens services – For example, experience and years in service, references from similar clients. (15 percent);
• Competitiveness of pricing and costs (including reimbursements) and method of calculating the same (20 percent);
• How will the Services be provided to RSIC? For example, how readily will physicians, nurse practitioners, or physician assistants be available? (15 percent).
• Experience and areas of practice of medical professionals available for placement in Nevada (10 percent).
• Experience working with small organizations, specifically Native American governments and/or clinics. (10 percent)
• Native owned firm (10 percent)
• Is there a local Reno or Nevada office? (5 percent)
• Total number of clinics under locum tenens contracts in 2018 (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)

Commented [EW3]: I added 5% to bring total up to 100%. You can add 5% to another category if you like ☻