

Request for Proposal

7/18/2023

Issued by:

Squaxin Island Tribe

NORTHWEST INDIAN TREATMENT CENTER

Representative:

Michelle Voie (Office Assisant)

Ofialii Tovia (Director)

1. Introduction & Background

Northwest Indian Treatment Center is a 45-day substance abuse disorder residential treatment facility specializing in intense trauma therapy. We are currently accepting proposals in response to this Request for Proposal in order to find a qualified source to provide our patients with quality workmanship meeting our goal to provide a, clean, safe and healthy environment to our patient population and staff:

1. Teach cultural class of approximately 28 patients, maximum of 33.
2. Supply each patient with supplies for the project - if applicable. The price of the contract can be increased to offset the supplies needed.
3. Facilitate class one day each month in the afternoon on-site or via zoom as determined by NWITC.

The objective of this Request for Proposal is to locate a source that will provide the best overall service to Northwest Indian Treatment Center. While price is a factor, other criteria are more important and are fully described below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Bidder must have experience managing large, sometimes disruptive and emotionally dysregulated groups the outcome of which is a patient experience of achievement while maintaining a calm demeanor.
2. Bidder must represent high standards of personal integrity and demonstration of offering a positive role model in the community.

3. Bidders intent on submitting a proposal should so notifying the NWITC Director at otovia@squaxin.us no later than August 1, 2023.
4. Northwest Indian Treatment Center is a facility with confidential policies defined by federal regulations and state law. The applicant must examples of experience maintaining strict confidentiality.
5. Qualified individuals will have multiple examples of teaching projects or facilitating cultural class to large groups.
6. A technical proposal must be provided. This technical proposal must identify the projects as well as a list of all the project materials included in each kit – if applicable as well as any price adjustment requests.
7. Proposals must be received by August 24, 2022 to be considered.
8. Each successful applicant will be interviewed by the Director of NWITC before a final choice is made.

3. Project Description

The purpose of this project is as follows:

Provide a structured class to patients on-site or via zoom from 1:30 -4:00pm approximately 12 sessions per year no more than 15 sessions per year supplying materials needed for projects to each patient – if applicable. For time-consuming classes needing a two-day workshop, sessions may be increased to 24 per year.

Manage a large classroom with disruptive behaviors while maintaining impeccable boundaries and confidentiality constant with NWITC policy and procedure. Maintains therapeutic schedule with a consistent calm demeanor and punctuality.

4. Project Scope

The criteria set forth below should be met to achieve successful completion of the project:

1. To provide culturally appropriate class to patients from a qualified leader. All projects welcome for submission.

5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance:

N/A No insurance is required for this contract

Selection of Top Bidders. August 24, 2023

Contract Award. October 1, 2023

6. Budget

Northwest Indian Treatment Center's budget for the project is \$500 per class plus supplies.

7. Evaluation Factor

Northwest Indian Treatment Center will rate proposals based on the following factors.

1. Samples of experience managing large, sometimes disruptive and dysregulated groups towards a positive conclusion while maintaining solid boundaries and confidentiality as specified by NWITC.
2. Examples of sample proposed projects.
3. Cost, including an assessment of total cost including supplying each patient one or two complete project kits as described in the project scope – if applicable.
4. Descriptions of positive role model.

Northwest Indian Treatment Center reserves the right to award to the bidder that presents the best value and quality to complete the project as to all requirement in meeting the standards set forth for this project.