



REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES FOR THE
SEMINOLE NATION OF OKLAHOMA
SUBJECT: Tribal Management Grant Program

Mailing Address:
P.O. BOX 1498
WEWOKA, OK 74884

January 6, 2015

A. INTRODUCTION

The Seminole Nation of Oklahoma (SNO) is a federally recognized Indian Tribe with 19,972 Tribal members and is governed by an *Executive authority* consisting of the Chief and Assistant Chief. The *Legislative body* consists of the *General Council* comprised of two (2) band representatives elected from each of the fourteen (14) Seminole Bands. The *Judicial power* of the Nation is vested in one Supreme Court and such District Courts and other subordinate courts as may be established pursuant to law enacted by the General Council. The SNO headquarters is located in Wewoka in Seminole County, Oklahoma, approximately 60 miles Southeast of Oklahoma City.

The SNO community faces a daily struggle concerning health among its members. The struggle has not only plagued the SNO community but many Native Nations across the United States. This plague brings death at an early age due to illnesses such as diabetes, cardiovascular disease, cancer and stroke. Along with these already listed, the community is also devastated with high prevalence of risk factors common to tribal communities –obesity, alcohol and substance abuse, and excessive tobacco use. Hypertension and diabetes have been identified as the top two health problems for American Indian communities with the SNO region. The SNO tribal community recognizes the need to address the causes chronic illnesses and to increase the knowledge and education on the preventative measures that must be modified into the lifestyles of their community to prevent these illnesses from being passed on to the next generations.

The SNO recognizes in order to build the type of Seminole Nation Health System that we envision for the Seminole people we recognize that we first must have the management capacity and capabilities to ensure an effective and efficient management health care system to address the SNO's health care priorities. The SNO seeks to develop a functional organizational chart that will include a health department and grants and contracts office. Also, as a part of the grants and contracts office standard operating policies and procedures will be developed for this office; this will ensure compliance and monitoring of all current and future grant and contract awards which will strengthen the SNO management capacity and infrastructure. Internal tribal planning will need to be undertaken to establish and prepare for an organization-wide development of a strong administration of the health care programs, functions and services. Research of existing tribal resources: including existing funds and qualified tribal personnel will be key in determining the tribe's capacity to assume the federal PFSA's for the services it wishes to provide its tribal members.

The newly developed functional organizational chart as a product of this proposed project will provide the Nation with the appropriate management levels and more specifically the newly created grants and contracts office as the central location for all correspondence related to grants or contracts will flow through this central location for processing and monitoring to strengthen compliance of all grant and contract awards that the Nation receives. This will allow the Nation to be proactive in all grant and contract monitoring requirements for state and federal awards. A tracking and monitoring system will be implemented for all grants and contracts to ensure timely submission of annual program reports as well as an additional monitoring of all fiscal reporting requirements related to grants and contracts to ensure timely submission of annual program

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The SNO is an IHS Title I Contractor who currently operates two (2) individual P.L. 93-638 Title I Contracts for administering the Community Health Representative (CHR) and the Alcohol and Substance Abuse (ASAP) Programs. The CHR Program provides the following services: home visits, community education for health promotion/disease prevention and patient care services. The ASAP program provides substance abuse prevention, outpatient individual counseling, and group counseling to adults or juveniles on a quarterly basis. The Tribal Management grant will enhance the SNO's capacity to manage its current contracts by establishing a department of health and grants and contracts office to ensure compliance and ongoing tribal oversight and technical assistance as needed to the programs. To ensure services are maximized and the Seminole people are receiving optimum services.

B. PROJECT DESCRIPTION

The Project generally involves the development and improvement of the SNO's health management capabilities and infrastructure systems to manage and organize the assumption of all or part of existing IHS programs, functions, services, and activities through the development of a functional organizational chart that will include a health department and grants and contracts office that will include an assessment of the area to determine the strengths and weaknesses of IHS administered health care PFSAs, incorporation of culture aspects, structure and strategic resources. The chart will include a sort of recommendation for an organizational and management infrastructure, staffing, culture and strategic resources required to serve the unmet health service needs of the SNO. The period of this engagement will begin with the notification of selection and end no later than September 14, 2015. The products and deliverables will be due at various times throughout the project period. These dates will be agreed upon as a part of the engagement. Specific objectives are as follows:

1. Create a functional organizational structure and establish a Department of Health to provide the necessary infrastructure to prepare the SNO for Title I Contracting.
2. Collection of specific data i.e., funding allocation, program information, staffing, need etc. related to other PFSAs not currently contracted for the operation of the anticipated PFSAs.
3. Creation of a grants and contracts office within the functional organizational structure that will provide a central location for all grants and contracts that flow through the Nation for compliance and monitoring.

C. SCOPE OF WORK

Products and Deliverables:

The following are the product/deliverables that will be required from the Contractor selected:

1. Provide technical assistance to the SNO in the creation and development of a functional management structure that will include a Health Department, Grants and

- Contracts Office, and incorporate other programs, departments, and divisions of the SNO that will create a cohesive functional organizational structure that will promote cohesiveness and bridge the gap between services and ultimately maximize the delivery of services to the Nation and its members.
2. Development of a Grants and Contracts Operating Policies and Procedures manual that includes standard operating policies and procedures for the grants and contracts office.
 3. Provide a listing of all Tribal programs and their functions.
 4. Provide model organizational structures that correlate to the size of the SNO and analysis.
 5. Provide Organizational charts of other health departments of similar size as SNO for analysis.
 6. Collect and provide a complete listing of all funding allocations and PFSA's available for Title I contracting and other pertinent program information needed to sufficiently analyze for determining program assumption.
 7. Meet with Tribal Officials, as needed, to discuss the functional organization chart and grants and contracts operating policies and procedures manual.
- Note: Indian Preference Requirements: The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25U.S.C. 450e(b)). Section 7(b) requires that to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians, and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). If claiming Indian Preference in contracting under this proposal, please indicate whether or not the firm can provide documentation that will qualify the firm as an "Economic Enterprise," (Native American ownership constituting not less than 51 percent of the enterprise), or a "Tribal Organization," (the recognized governing body of any Native American Tribe).

D. PROPOSED TIMELINE

The Tribe expects to sign a contract for this proposal no later than March 10, 2015 and provide the selected contractor Notice to Proceed no later than March 20, 2015. All services within this Scope of Work should be predicated on that start date or soon thereafter, although the exact start date will be agreed upon after the contract has been signed.

E. SUBMITTAL DEADLINE

The Proposal and requested forms must be submitted by 5:00 PM (CST), March 4, 2015. Please provide three (3) complete sets of your Request for Proposal and one (1) digital copy. They should be addressed as follows:

**Tammy Norris
Procurement Officer
The Seminole Nation**

P.O. Box 1498
Wewoka, Oklahoma 74884
Email: norris.t@sno-nsn.gov

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy 270, Wewoka, OK 74884

Questions should be in writing and emailed to M. Angela Thompson, Budget Officer/Self-Governance Officer, at thompson.a@sno-nsn.gov.

F. PROPOSAL CONTENTS & EVALUATION CRITERIA

The proposals will be evaluated on the basis of the following criteria and point ranges:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed (0-25 Points)
 - a. Comprehensiveness of the work plan for the project (0-10 Points)
 - b. Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed as related to the work product required and the deadlines and milestones involved. (0-15 Points)
2. Qualifications and experience of Contractor (0-40 Points)
 - a. Size, structure, and longevity of Contractor and ability to maintain continuity of project (0-5 Points)
 - b. Experience of Contractor in performing the work required for this project (0-15 Points)
 - c. Experience of Contractor in working with both IHS program and fiscal staff (0-10 Points)
 - d. Experience of Contractor in working with Tribal Health Program staff (0-10 Points)
3. Cost Factor – Cost of Proposal (0-35 Points)

Total Points Possible: (100)

4. Indian Preference – The Tribe will award an additional (10) points to qualified Native American owned firms, or (1-10) points to the extent proposing firms provide employment and training opportunities to Native Americans in the conduct of work under this proposal. Applicant must provide appropriate documentation.

Maximum Total Points w/ Indian Preference: (110)

Small and Minority Owned Contractors

Small Contractors and Contractors owned by small and minority firms, and/or women's enterprises shall have the maximum practicable opportunity to participate in contracts awarded. Applicant must provide appropriate documentation.

G. OTHER SUBMITTALS

1. Certifications

- A. Submit a certified statement for non-debarment, suspension, or prohibition from professional practice by any Federal, State, or Local Agency. The statement shall read: “This is to certify that _____(Firm’s Name)_____involved with this work, is not debarred, suspended, or otherwise prohibited from contracting by any Federal, State, or Local Agency.”
 - B. If qualifying for preference in contracting as a Native American owned enterprise or tribal organization, please submit qualifications and documents substantiating 51% ownership.
 - C. Submit a written commitment, as follows, that this work will be top priority with the firm and will be completed in an efficient and prompt manner: “This is to certify that, if selected as _____(Firm Name)_____, will make the work to be performed under this Agreement top priority and will complete the work in an efficient and prompt manner.”
- 2. Proposed Fee Schedule/Cost Proposal:** Include a detailed itemized cost statement showing various classes of staff hours at appropriate rates delineated by work product and/or work plan and schedule.
 - 3. Please provide three (3) professional references:** Include Name of Organization, Name of Primary Contact, Title of Primary Contact, Phone Number(s) and Email Address. References must be related to the professional scope of work contained within this RFP.
 - 4. Provide Resumes:** Include resumes of all consultants that will be provide services to the SNO under this RFP.

H. SELECTION PROCESS

The Tribe, at its sole discretion, shall determine whether a particular Contractor has the qualifications to conduct the desired service for the Tribe.

1. Proposals will first be examined to eliminate those that are non-responsive to stated requirements.
2. Award shall be made to the most responsible Contractor whose proposal is determined to be the most advantageous to the Tribe taking into consideration the terms and conditions set forth in this RFP.
3. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.

4. The Tribe reserves the right to accept or reject, in part or in whole, any or all proposals submitted without cause for liability.
5. The Tribe reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the Contractor's price contained in the cost proposal.
6. The Tribe reserves the right to negotiate further with the successful Contractor. The content of the RFP and the successful Contractor's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
7. By submission of proposals pursuant to this RFP, Contractor acknowledges that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
8. The use of interviews by tele-conference to further evaluate the proposals shall be at the discretion of the Tribe. If utilized, all applicants invited to participate in the oral interviews will be ranked after the interview process.

I. CONTRACT REQUIREMENTS

The respondent selected under this RFP must be fully qualified to perform the services described above. The selected Contractor must also comply with the SNO requirements:

1. **CONTRACT**: The Contractor shall execute an Agreement with the SNO.
2. **SCHEDULE OF PROJECT(S)**: The Contractor shall provide the required services and shall complete the assigned project activities in the agreed to time frame.
3. **INSURANCE**: The Contractor shall maintain in full force and effect during the entire Contract term the Insurance requirements and shall be able to provide a Certificate of Insurance within ten (10) days after notification of award.
4. **CERTIFICATIONS**: The Contractor upon selection shall sign the Seminole Nation of Oklahoma Representations, Certifications, and Other Statements of Offerors; which may include but is not limited to, Independent Price Determination, Contingent Fee Representation and Agreement, Disclosure Regarding Payments to Influence Certain Federal Transactions, Conflict of Interest, and others of the like.
5. **INDIAN PREFERENCE**: To the maximum extent possible, in accordance with Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450e(b)), the selected Contractor agrees to actively provide, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians, and () preference in the award of any subcontracts under this contract to Indian organizations or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452)
6. **INCORPORATED**: All requirements of the Request for Proposals and the representations made in the proposal that are not in conflict with provisions of the Contract shall be incorporated by reference and made an integral part of the Contract as though fully set forth.

7. RETENTION OF RECORDS: All proposals and related materials become the property of the Seminole Nation of Oklahoma and may be returned only at its option.
8. GOVERNING LAW: All applicants are advised that the laws of the Seminole Nation Tribal Court will apply and govern all contracts and engagements.
9. OTHER: All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information, travel or presentation) will be borne by the firm or consultant(s) making the proposal.