

**MANILAQ ASSOCIATION**  
P.O. Box 256, Kotzebue, Alaska 99752  
T. 907.442.3321



## **REQUEST FOR PROPOSALS**

### **RFP FY20 - Temporary Professional Hospital and Behavioral Health Staffing**

**F.O.B.: Maniilaq Association, P.O. Box 256, Kotzebue, AK 99752**

**Closing Date: July 31, 2020, 5:00 PM AST**

Proposals, including all required attachments, must be received by Albie Dallemolle, Director of Contracts and Grants, no later than 5:00 PM AST on July 31, 2020.

Proposals may be submitted electronically to [rfpresponses@maniilaq.org](mailto:rfpresponses@maniilaq.org). Electronic proposal submissions must be in PDF format. The email subject title shall read: PROPOSAL for RFP FY20 – Temporary Professional Hospital and Behavioral Health Staffing.

Proposals may also be mailed or hand delivered to:

Maniilaq Association  
Attn: Albie Dallemolle, Director of Contracts and Grants  
733 2nd Avenue  
P.O. Box 256  
Kotzebue, Alaska 99752

If by paper submission, the proposal shall be submitted in a sealed package and labeled appropriately - see specific instructions in General Information, Section 6.

Maniilaq Association (“Maniilaq”) will not be responsible for the premature opening of, or the failure to open a proposal not properly addressed and identified. Faxed proposals will not be accepted. Proposals received after 5:00 PM on the closing date shall be considered non-responsive.

All questions shall be submitted in writing to Albie Dallemolle in accordance with General Information, Section 5. Offerors are not to contact other Maniilaq personnel with any questions or clarifications concerning this RFP. Any response relevant to this RFP other than through or approved in writing by Albie Dallemolle is unauthorized and will be considered invalid.

## TABLE OF CONTENTS

GENERAL INFORMATION.....	3
1. Purpose of the Request For Proposal.....	3
2. Description and Service Requirements.....	3
3. Procurement Timeline.....	4
4. Conflict of Interest and Restrictions.....	5
5. Maniilaq Association Contact Person.....	5
6. Deadline for Receipt of Proposals and Submission Instructions.....	5
7. Proposer's Review and Substantive Questions.....	5
8. Proposer's Review and Directional Questions.....	5
9. Addendum to the RFP.....	6
10. Cancellation of the RFP.....	6
11. Proposal Withdrawal and Correction.....	6
12. Multiple Proposals.....	6
13. Disclosure of Proposal Contents.....	6
14. Retention of Proposals.....	6
15. Cost of Proposal Preparation.....	6
16. Delivery of Proposals.....	6
17. Governmental Requirements.....	6
18. Binding Contract.....	7
PROPOSAL CONTENT AND REQUIREMENTS.....	7
REVIEW OF PROPOSALS.....	9
INFORMATION ABOUT MANIILAQ ASSOCIATION.....	10

## **GENERAL INFORMATION**

### **1. Purpose of the Request For Proposal**

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from qualified firms to provide temporary professional hospital staffing and behavioral health specialists, including but not limited to, providers, mid-level providers, nurses, licensed practical nurses, certified nurse assistants, medical technologists, and other hospital support staff, etc., at Maniilaq Health Center, 436 5<sup>th</sup> Avenue, Kotzebue, Alaska for a three-year term, beginning September 28, 2020.

### **2. Description and Minimum Requirements**

Maniilaq Association (Maniilaq) compacts with the Indian Health Service to operate the 80,000 square foot, Joint-Commission accredited Maniilaq Health Center. Services provided include a 17-bed inpatient unit, emergency and outpatient services, a specialty clinic, vision care services, dental, pharmacy, radiology, laboratory, and physical therapy. Through its co-located 18-bed long-term care and skilled nursing facility, Maniilaq provides culturally appropriate services to our Elders. Maniilaq also operates a community health center in each of the 11 villages in the Maniilaq Service Area.

Through the Behavioral Health division, Maniilaq operates a number of programs: Counseling and Recovery Services, Adult and Juvenile Alcohol Safety Action (ASAP), Wellness, and the Putyuk Children's Home (Level II Residential). Through the Senior and Disabilities Services division, Maniilaq provides the following programs: Developmental Disabilities, Lake Street House and Akimaq Group Homes, Short Term Assistance and Referral, Elder Services, Traumatic and Acquired Brain Injury, and Tupqich Elder Housing.

Maniilaq is soliciting proposals for the selected proposers to provide temporary staffing in various professional hospital and health center positions, as well as behavioral health services positions. The chosen proposer(s) shall be responsible for filling vacant positions with qualified temporary staffing personnel in a variety of fields. Including, but not limited to, the following:

#### **Hospital Staffing**

- Physicians
- Physician Assistants
- Nurse Practitioners
- Certified Nurse Midwives
- Dentists
- Dental Hygienists
- Pharmacists
- Optometrists
- Physical Therapist
- Physical Therapist Aides
- Registered Nurses
  - Emergency Department
  - Labor and Delivery
  - Case Managers
  - Infection Prevention
  - Long-Term Care
  - Community/Wellness

- Licensed Practical Nurses
- Certified Nurse Assistants
- Nutritionist
- Medical Technologists
  - Laboratory
  - Radiology
- Sterile Process Technician
- Compliance Officer
- Activities Director – Long Term Care
- Social Worker – Long Term Care

**Behavioral Health Services**

- Licensed Clinical Social Worker
- Licensed Professional Counselor
- Licensed Marital and Family Therapy
- Licensed Psychological Associate
- Licensed Psychologist
- Master Addictions Counselor

Proposers that specialize in only one or a select few of the above listed positions are encouraged to submit a proposal specifying their respective area of expertise.

All costs associated with a temporary assignment shall be made explicitly clear, including, but not limited to, travel, per diem rates, transportation, etc. Successful proposers shall bare the cost of all licensing and credentialing fees.

Proposers who utilize affiliate vendors to provide qualified staffing personnel must illustrate that all affiliate vendors will agree and adhere to the master staffing agreement established between Maniilaq and the awarded proposer(s). Proposers who utilize affiliate vendors will invoice Maniilaq directly, and not through each individual affiliate vendor.

Proposers will need to outline and agree to a general onboarding process that will ensure all paperwork has been submitted **before** the respective hospital professional or behavioral health provider arrives on site at Maniilaq. The onboarding process should also include direct contact information for the use of Maniilaq Human Resources during the onboarding process.

**3. Procurement Timeline**

<b>Event</b>	<b>Date</b>
Release of RFP	July 7, 2020
RFP Responses Due	July 31, 2020
Review of Proposals, Selection of Vendor and Notice of Award	August 3-5, 2020
Contract Negotiations	Commence August 6, 2020
Contract Start Date	September 28, 2020 *Contingent Upon Successful Contract Negotiations and Board of Directors Approval

#### **4. Conflict of Interest and Restrictions**

If any proposer, proposer's employee, subcontractor, or any individual working on the proposed contract may have a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, it shall be declared in writing and submitted to Maniilaq Association promptly, and no later than the response due date. Maniilaq Association shall determine in writing if the conflict is significant and material and if so, may eliminate the proposer from submitting a proposal or, if submitted, may disqualify the proposal.

#### **5. Maniilaq Association Contact Person**

Any information required or questions regarding this RFP should be addressed to Albie Dallemolle via email, with subject title: **RE: Maniilaq Professional Temporary Staffing**, to: [rfpresponses@maniilaq.org](mailto:rfpresponses@maniilaq.org)

#### **6. Deadline for Receipt of Proposals and Submission Instructions**

Proposals may be emailed, mailed, or hand delivered to the email, mailing, or physical address listed on page 1. Proposals must be received by Maniilaq no later than **5:00 PM Alaska Standard Time on July 31, 2020**.

Email submissions must be in PDF format. *Files shall be no larger than 20 MB*. If necessary to avoid exceeding the 20 MB limit, send files in separate emails; Maniilaq is not responsible for ensuring separate emails are successfully received. Failure to send a proposal according to the instructions in this section and by the deadline will result in the proposal being considered non-responsive and disqualification of the proposal without review.

Paper proposal submissions mailed or hand delivered must include 3 copies. Both the outer and inner envelope shall contain the following:

Confidential: Do Not Open  
Proposal For: FY 20 – Temporary Professional Hospital and Behavioral Health Staffing  
Attn: Albie Dallemolle, Director of Contracts and Grants

#### **7. Proposer's Review and Substantive Questions**

Proposers should carefully review this RFP for items requiring clarification. Proposers shall put their comments and/or questions in an e-mail and submit them to Maniilaq's contact person listed in Section 5. Maniilaq will respond to substantive questions in writing and publish such responses to ensure all potential bidders have access to the same information.

#### **8. Proposer's Review and Directional Questions**

If questions received involve no more than directing the questioner to a specific section of the RFP, Maniilaq may direct them to that section of the RFP via email, and no addendum shall be required.

**9. Addendum to the RFP**

Maniilaq reserves the right to issue written addenda to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals or otherwise change the Proposals Timeline set forth in Section 3 above. It is the responsibility of the Proposer to familiarize themselves with any published addenda.

**10. Cancellation of the RFP**

Maniilaq retains the right to cancel the RFP process at Maniilaq's sole discretion. In the event of cancellation, Maniilaq shall not be responsible for costs incurred by proposers for proposal preparation.

**11. Proposal Withdrawal and Correction**

A proposal may be corrected or withdrawn by a written request received prior to the date of opening proposals.

**12. Multiple Proposals**

Maniilaq Association will not accept multiple proposals from the same proposer.

**13. Disclosure of Proposal Contents**

A proposal's content shall not be disclosed to other proposers. Maniilaq will not disclose proposals, even by written request, after contracts have been negotiated and/or awarded.

**14. Retention of Proposals**

All proposals and other material submitted become Maniilaq Association's property and may be returned only at Maniilaq's option.

**15. Cost of Proposal Preparation**

Any and all costs incurred by proposers in preparing and submitting a proposal are the proposers' responsibility and shall not be charged to Maniilaq or reflected as an expense of the resulting contract.

**16. Delivery of Proposals**

Maniilaq Association assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

**17. Governmental Requirements**

It is the responsibility of the proposer to comply with all applicable federal, state, and local statutes, regulations, ordinances, and/or requirements.

## **18. Binding Contract**

This RFP does not obligate Maniilaq or the selected proposer in any manner whatsoever until a contract is signed by both parties. Maniilaq shall not be responsible for work done, even in good faith, prior to full execution of the proposed contract.

## **PROPOSAL CONTENT AND REQUIREMENTS**

**Proposal Format:** Proposals should be organized according to the following outline:

1. **Table of Contents:** The proposal will have a table of contents with page numbers and pages numbered throughout the proposal.
2. **Introduction:** Brief introduction which includes:
  - a. The proposer's name and address;
  - b. Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline;
  - c. Statement that indicates the proposer's willingness to perform the services described in this RFP and to participate in the onboarding and credentialing process;
  - d. Provide a detailed and precise discussion of services and positions being offered;
  - e. Proof of any other licenses and/or registrations as required by this RFP;
  - f. A statement that all staff and other resources which are required to perform the services described in this RFP will be qualified and made available by the proposer's organization over the life of the anticipated contract;
  - g. Statement that the signatory has authority to bind the proposer; and
  - h. Signature of authorized individual.

### **3. Firm Profile**

Offeror must provide a table or chart that shows organizational structure, chain of supervision, decision authority, and communications. Include both the respondent firm and any sub-consultant firms/subcontractors. Indicate whether the firm is licensed to conduct business in Alaska or will obtain an Alaska business license if selected.

### **4. Professional Qualifications**

Proposal must include professional qualifications and technical excellence of the firm's proposed Project Manager, other key personnel, and/or team members necessary for satisfactory performance of required services. Personnel qualifications, professional designations and certifications, experience with overall installation, integration and maintenance capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach. Include all personnel that will actively be involved with performing the work, to include a listing of all subcontractors, if any, with an explanation of purpose.

**5. Project Approach**

Narrative submittal must address the approach the offeror will take to provide the services.

**6. Past Performance and References**

Please provide a description of past performance in last five (5) years, and if possible, at least three (3) references in Alaska for individuals and/or organizations for whom you have provided services similar to those which are the subject of this solicitation during the last two (2) years. Provide a contact name, phone numbers and email addresses for the references.

**7. Capacity to Respond and Accomplish the Work**

Include a list of organizations and services provided with whom the firm currently has under contract. Provide a detailed timeline and plan for providing qualified staff once a request from Maniilaq is received.

**8. Price Proposal**

Provide pricing for services detailed in Description and Service Requirements, Section 2 of this request for proposal. A detailed breakdown of the rates for each of the services the proposer is offering shall be included. Cost or rates should be valid for the term of the contract.

**9. Alaska Native / American Indian Preference**

Maniilaq Association shall give preference to qualified American Indian/Alaska Native-owned organizations pursuant to P.L. 93-638. Moreover, contractors are required to provide American Indian/Alaska Native preference in subcontracting and training and employment. Proposals shall include a statement agreeing to provide American Indian/Alaska Native preference in subcontracting, training, and employment. Bidders must provide documentation of American Indian/Alaska Native ownership, if applicable.

**10. Clean Air Act the Federal Pollution Control Act**

Proposals must include a statement agreeing to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

**11. Byrd Anti-Lobbying Amendment**

Proposals must include a statement agreeing to file an anti-lobbying certification, and will also require every subcontractor with a subcontract over \$100,000 to also file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to Maniilaq.



## **12. Debarment and Suspension / Red Light Rule**

Maniilaq does not contract with parties listed on the Federal Excluded Parties List System in the System for Award Management. Proposals must include a statement certifying that the bidder is not listed on the Excluded Parties List System and that the bidder will notify Maniilaq within three (3) days in the event it is listed on the Excluded Parties List.

## **13. Insurance**

The prospective bidder shall provide proof of coverage, or a statement that they maintain the coverage below, or that the following coverage will be obtained if selected for this work. Further, if selected, the winning bidder shall provide a certificate of insurance documenting the insurance levels listed below and listing Maniilaq Association as additional insured prior to performing work for Maniilaq. All such insurance shall be issued by a company that is licensed to do business in the State of Alaska and that has a rating equal to or exceeding A-VII from A.M. Best.

- General Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate
- Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate
- Workers Compensation - Statutory
- Employers Liability - \$500,000 each Accident

## **REVIEW OF PROPOSALS**

### **1. Evaluation Process**

An evaluation committee consisting of Maniilaq employees shall evaluate responsive proposals. Each proposal shall be independently evaluated by each member of the evaluation committee.

The evaluation will be based on the response to the proposal content and requirements stated in this RFP.

### **2. Evaluation Criteria**

Proposals will be evaluated on the following criteria:

- Firm Profile: scored on a 0-10 point scale
- Professional Qualifications: scored on a 0-10 point scale
- Project Approach: scored on a 0-10 point scale
- Past Performance: scored on a 0-10 point scale
- Capacity to Respond and Accomplish Required Work: scored on a 0-20 point scale
- Price Proposal: scored on a 0-25 point scale
- Alaska Native/American Indian Preference – 2 additional points awarded for qualifying firms

### **3. Discussions**

As determined by Maniilaq, proposers may be offered the opportunity to discuss their proposal with the contract officer or evaluation committee and the proposal may be adjusted as a result of the discussion. Proposers may also be allowed to submit a best and final proposal as a result of the discussion, in Maniilaq's sole discretion.

### **4. Presentations**

Maniilaq reserves the right to require an oral presentation.

### **5. Notice of Award and Contract Negotiations**

After the evaluation process is complete, the successful proposer will be issued a Notice of Award and contract negotiations will commence. Maniilaq reserves the right to terminate contract negotiations at any time in Maniilaq's sole discretion, with or without cause. Examples of situations which may constitute cause for termination of negotiations may include if the selected proposer fails to provide the necessary information for negotiations in a timely manner, negotiate in good faith, or cannot perform the contract within the amount of funds available for the project and/or as proposed. Maniilaq Association shall not be responsible for costs incurred by the proposer resulting from contract negotiations.

## **INFORMATION ABOUT MANIILAQ ASSOCIATION**

Maniilaq Association is a non-profit corporation recognized under section 501(c)(3) of the Internal Revenue Code of 1972, as amended. Maniilaq is also a tribal organization, as defined in Section 4 of the Indian Self-Determination and Education Assistance Act ("ISDEAA"), 25 U.S.C. § 5304. Maniilaq Association is a rural health, social, and tribal services provider with a budget in excess of \$120 million annually, and more than 600 employees. It is the largest single employer within the Northwest Arctic. Geographically, the Maniilaq service area consists of the "hub" town of Kotzebue, population 3,200, and 11 surrounding villages ranging in population from 120 to 1000.

Maniilaq Association's involvement in providing health care and advocacy services extends back more than thirty years in Northwest Alaska. Maniilaq's origins stem from the Northwest Alaska Native Association ("NANA"), a non-profit organization formed in 1966, for purposes of attaining social justice, land rights, and self-determination for community residents. After passage of the Alaska Native Claims Settlement Act of 1971 a for-profit corporation called NANA was formed. The non-profit arm of NANA then organized as Mauneluk Association in 1972, with the spelling of its name changed to Maniilaq in 1981.

Maniilaq Association's mission is 'Savaqatigiiksugut (we are working together)'. Working together to provide high quality, culturally relevant health, social, and tribal services. Our vision is 'Healthy people, thriving communities'.

Health Services: Maniilaq compacts with the Indian Health Service to operate the 80,000- square foot, Joint-Commission accredited Maniilaq Health Center. Services provided include a 17-bed inpatient unit, emergency and outpatient services, a specialty clinic and contract vision care services, dental, pharmacy, radiology, laboratory and physical therapy. Through its co-located 18-bed long-term care and skilled

nursing facility, Maniilaq provides culturally appropriate services to our treasured Elders right here at home. Maniilaq also operates a community health center in each of the 11 villages in the Maniilaq Service Area.

*Social Services:* Through the Behavioral Health division, Maniilaq operates a number of programs: Counseling and Recovery Services, Adult and Juvenile Alcohol Safety Action (ASAP), Wellness, and the Putyuk Children's Home (Level II Residential). Through the Senior and Disabilities Services division, Maniilaq provides the following programs: Developmental Disabilities, Lake Street House and Akimaq Group Homes, Short Term Assistance and Referral, Elder Services, Traumatic and Acquired Brain Injury, and Tupqich Elder Housing.

*Tribal Services:* Maniilaq compacts with the Bureau of Indian Affairs to provide a wide variety of services to tribes and tribal members, including technical support, child and family services, and workforce development.