

COVER PAGE

REQUEST FOR PROPOSALS

Remote Support in Psychiatry Services

INVITATION TO BID NO.:

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

Closing Date: December 02, 2022, 5:00 PM

An original, three (3) copies and an electronic version of the proposal package (include all required materials/documentation) are to be mailed to the following address, no later than 5:00 PM on December 2nd, 2022.

Maniilaq Association
C/O Bree Swanson
P. O. Box 256
Kotzebue, AK 99752

Or hand delivered to:

Maniilaq Association
C/O Bree Swanson
733 2nd Ave
Kotzebue, Alaska 99752

The proposal package shall be submitted in a sealed package – 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 to Bree Swanson in accordance with General Information, Sections 7 and 8. Offerors are not to contact other Maniilaq Association personnel with any questions or clarifications concerning this RFP. Any response relevant to this RFP other than through or approved in writing by Paula Octuck is unauthorized and will be considered invalid.

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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 professional staffing and consultant psychiatric services.

2. Minimum Requirements

Maniilaq is soliciting proposals for a proposer to provide temporary staffing in various professional hospital positions. The chosen proposer(s) shall be responsible for filling via telehealth:

- Board certified, licensed psychiatric physicians

Proposal must acknowledge that only Board-certified, licensed psychiatric physicians will provide the requested services. Services will meet board certified standards. Initial services agreement will be for a period not to exceed one (1) year, terminable by either party with 30 days' notice. Potential for renewal. A "not to exceed" cap will be developed based on the rates and estimated amount of work needed by MA during the term.

Scope of work: All work to be provided via telemedicine.

- Prescheduled telemedicine services: two (2) hours of telemedicine services per day, including services directly with patient and in consultation with physician. Monday through Friday. The 2-hour window will be recurring and scheduled in advance.

Please state the hourly rate for additional hours of service on call, via telemedicine, Monday – Friday. If prior notice to the provider is required for this option, state the amount of notice required.

- State the rate for on call weekend consultation 9 – 4 p.m., and any hour minimum charge that would apply.
- State the rate for other services not directly related to specific patients, such as peer review activities and/or consultation.

Proposers who utilized affiliate vendors to provide qualified staffing personnel must illustrate that all affiliate vendors will agree and adhere to the master contract established between Maniilaq and the awarded proposer(s).

Proposers who utilized affiliate vendors will invoice Maniilaq directly and not through each individual affiliate vendor.

The chosen proposer or proposers will provide a Certificate of Insurance indicating that they meet or exceed the following insurance requirements.

Workers Compensation Insurance – As required by law.

Employers Liability Insurance – Not less than the following:
Each Accident \$1,000,000
Disease – Policy Limit \$1,000,000
Disease – Each Employee \$1,000,000

Maniilaq will not be responsible for Workers Compensation Insurance for temporary staffing personnel provided by an awarded proposer. The proposer will either cover their employee/contractor as required by state law or if not required by state law then the proposer will require that their employee/contractor purchase their own Workers Compensation Insurance and provide proof.

3. Procurement Timeline

| Event | Date |
|---|-------------|
| Release of RFP | 11/15/22 |
| RFP Responses Due | 12/2/22 |
| Selection of Vendor and Notice of Award | 12/16/22 |
| Contract Negotiations | 12/31/22 |
| Contract Start Date | 1/1/23 |

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 within ten days of issuance of this RFP. Maniilaq Association shall determine in writing if the conflict is significant and material and if so, may eliminate the proposer from submitting a proposal.

5. Maniilaq Association Contact Person

Any information required or questions regarding this RFP should be addressed and/or delivered to Paula Octuck:

Paula Octuck paula.octuck@maniilaq.org

6. Deadline for Receipt of Proposals

Proposals may be mailed or hand delivered, as long as one original, three copies and an electronic version are physically received by Maniilaq Association no later than **5:00PM Alaska Standard Time on December 2, 2022**. Failure to meet the deadline will result in disqualification of the proposal without review.

Proposals are to be delivered to the address(es) referenced above. So that they are not mistakenly opened early, either the outer or inner envelope should also contain the following:

Confidential: Do Not Open Until December 2, 2022
Proposal for: Remote Support in Psychiatry Services
Invitation to Bid #:
Attn: Bree Swanson
C/O: Paula Octuck

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 at least ten (10) calendar days before the due date of proposals. This will allow time for an addendum to the RFP to be issued, if required, to all recipients of the initial RFP.

8. Proposer's Review and Directional Questions

If questions received involve no more than directing the questioner to a specific section of the RFP, questions may be responded to verbally and do not require an addendum.

9. Addendum to the RFP

Maniilaq reserves the right to issue written addendums 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.

10. Cancellation of the RFP

Maniilaq retains the right to cancel the RFP process at Maniilaq's sole discretion. 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.

14. Retention of Proposals

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

It is the responsibility of the proposer to indicate within their proposal the applicability of any other federal, state, municipal, or other governmental statutes, regulations, ordinances, acts, and/or requirements.

18. Binding Contract

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

19. Contract Negotiations

Upon completion of the evaluation process, contract negotiations may commence. 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 may terminate negotiations and negotiate with the next highest ranked proposer, or terminate award of the contract. Maniilaq Association shall not be responsible for costs incurred by the proposer resulting from contract negotiations.

ORGANIZATIONAL INFORMATION PERTINENT TO THE PROPOSED CONTRACT

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 USC. § 450(b)(1)). Maniilaq Association is a rural health, social and tribal services provider with a budget in excess of \$90 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 and 11 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 “Working together to make our lives better.” Our vision states, “Maniilaq Association is seen as the premier model for creating successful, healthy communities through the planning, development and strengthening of village-based services supported by accountable, strong tribal self-governance.”

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 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 support, juvenile alcohol safety, wellness, and the Putyuk Children’s Home. Through the Senior and Disabilities Services division, Maniilaq provides the following programs: developmental disabilities, Lake Street House Group Home, 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.

PROPOSAL CONTENT AND REQUIREMENTS

Proposal Format: Submit one (1) unbound original and three copies of the proposal. Proposals should be bound, printed on both sides of the paper when possible, and organized according to the following outline. Proposals shall not exceed twelve (12) pages, exclusive of resumes and exhibits.

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;
 - d. Provide a detailed and precise discussion;
 - 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 made available by your 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.

4. **Professional Qualifications**

Board-certified, licensed psychiatric physicians will provide the requested services.

5. **Project Approach**

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

6. **Past Performance**

Please provide past performance in last five (5) years and include a list of all contacts of similar services performed for work in Alaska during the last two (2) years. Provide phone numbers and email addresses for the named individuals.

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

Include a list of projects the firm currently has under contract.

8. **Price Proposal**

Provide pricing for services detailed in this request for proposal.

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

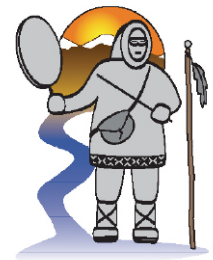
Maniilaq Association is a PL 93-638 organization and shall give preference to Indian/Alaska Native organizations. Bidders must provide documentation of Indian/Alaska Native ownership, if applicable.

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

The contractor agrees 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). Maniilaq shall report violations to applicable Federal awarding agencies and the Regional Office of the Environmental Protection Agency (EPA).

11. **Byrd Anti-Lobbying Amendment**

The contractor will be required 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.



MANIILAQ
ASSOCIATION

REVIEW OF PROPOSALS

1. Evaluation Process

An evaluation committee consisting of Maniilaq Association employees and/or board members 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
- Professional Qualifications
- Project Approach
- Past Performance
- Capacity to Respond and Accomplish Required Work
- Price Proposal
- Alaska Native/American Indian Preference

3. Discussions

As determined by the evaluation process, 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.

4. Presentations

Maniilaq Association reserves the right to require an oral presentation.

5. Notice of Award

After award of contract, the successful proposer will be issued a Notice of Award.

MANIILAQ ASSOCIATION | P.O. BOX 256 | KOTZEBUE, AK 99752 | 1.800.478.3312

Kotzebue Qikiqtaruk, Ambler Ivisaappaat, Buckland Nunatchiaq, Deering Ipnachiaq, Kiana Katyaak, Kivalina Kivaliniq,
Kobuk Laugviik, Noatak Nautaaq, Noorvik Nuurvik, Point Hope Tikigaaq, Selawik Akuligaaq, Shungnak Isinnaq

