Pyramid Lake Tribal Health Clinic
705 Hwy 446 | P.O. Box 227
Nixon, Nevada 89424
(775) 574-1018

REQUEST FOR

SERVICE PROPOSALS

Contract for any of the following:

Registered Dietician (RD)

Nutritionist

REQUEST FOR SERVICE PROPOSAL for:

Registered Dietician (RD), Nutritionist

A. Introduction

Pyramid Lake Tribal Health Clinic (PLTHC) requests you or your company make a proposal for your services as a contractor in your respective field. This proposal request will outline the scope of work and qualifications required to submit a proposal. Please read the time line carefully. For your proposal to be considered, your proposal must meet our deadlines included in this proposal.

B. Location

Services will be provided primarily at the Pyramid Lake Health Clinic located at 705 Highway 446, Nixon, NV 89406

C. Management and contact information

This position will report to PLTHC Health Director. Please contact Dawna Brown, Health Director with questions about the proposal submission:

Phone: (775) 574-1018 x 1216 Fax: (775) 574-1114 dbrown@PLTHC.org

D. Scope of Work

The selected contractor will be expected to:

1. Provide the Pyramid Lake Tribal Health Clinic with a valid e-mail address and phone number where the contractor can be reached when not on-site to facilitate communication.
2. Provide individual appointments for children, adolescents and adults with a variety of health diagnoses.
3. Collect information about clients using interview, case history, observation techniques and assessment methods to determine reliability and validity of treatment used.
4. Perform clinical case management.
5. Work in a team setting with medical providers.
6. Participate in bi-weekly staff meetings that include clinical case staffing.
7. Become sufficiently proficient in the use of the Electronic Health Record to record all client contacts before leaving the office.
8. Have knowledge of and proficiency in recognized evidence-based therapies.
9. Comply with all Pyramid Lake Tribal Health Clinic policies and procedures and credentialing and privileging process.

E. Contractor Requirements

In accordance with procurement policies of the Pyramid Lake Paiute Tribe, this RFP is open to both Native American and Non-Native American firms, organizations, enterprises and individuals with provision for Indian Preference (CFR 25 U.S.C. 472). The following will be rated according to the values provided:

1. Education	10
2. License to practice independently in Nevada; 3-5 years of clinical experience	10
3. Proof of Liability Insurance	10
4. Experience working in Indian Country	40
5. Native American status	20
6. Veterans Status	10
7. Price per day for treatment and notes	50

F. Timeline

Deadline for Proposals:	OPEN until filled
Contract period:	OPEN as needed

G. Proposal submission requirements

1. Letter of Interest
2. Resume or Curriculum Vitae
3. Proof of Professional Liability Insurance
4. Copy of current Nevada Professional License as applicable to your field/scope
5. 3 letters of reference
6. Bid amount showing fees as two (2) days of service at 14 hours to be worked weekly:
   a. Indicate days available (Monday-Friday)
   b. Indicate hours available (9:00 am-3:00 pm)

   The Clinic operates Monday-Friday and one (1) Saturday per month, Hours are 8:00 am – 4:30 pm.
   The Clinic is closed on recognized Federal and Tribal Holidays, as a contractor these are unpaid.

H. Submission

Interested individual/companies may obtain additional information from:
Dawna Brown, Health Director, Pyramid Lake Tribal Health Clinic (775) 574-1018 x 1216.

Proposals must be clearly marked:	Pyramid Lake Tribal Health Clinic Attention: RFP Submittal for (*Indicate position*) P.O. Box 227 Nixon, Nevada 89424

<u>Sealed proposals will be received at the Pyramid Lake Tribal Health clinic OPEN until FILLED.</u>