

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

# **2025 REQUEST FOR SERVICE PROPOSALS**

Contract for any of the following:

**Medical Doctor or  
Doctor of Osteopathic Medicine  
Advanced Practice Provider (NP/PA-C)  
Dentist**

## REQUEST FOR SERVICE PROPOSAL for:

**Medical Director, Medical Doctor or Doctor of Osteopathic Medicine, Advanced Practice Provider  
(NP/PA-C), Pharmacist, Chiropractor, Dentist, Podiatrist, Optometrist**

### 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      [dawna.brown@plpt.nsn.us](mailto:dawna.brown@plpt.nsn.us)

### 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;<br>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: 02/20/2025  
Contract period: 04/01/2025 - 12/31/2025

## 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 one (1) hour of service to be worked:
  - a. Indicate days available (Monday-Friday)
  - b. Indicate hours available (8:00 am-4:30 pm)
  - c. Indicate if available for one (1) Saturday a month.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

**Sealed proposals will be received at the Pyramid Lake Tribal Health clinic until  
February 20, 2025-12:00 p.m.**