

**Request for Proposal
Red Cliff Community Health Center
Red Cliff, WI**

March 11, 2016



General:

The Red Cliff Band of Lake Superior Chippewa Indians are issuing this Request for Proposal (this RFP) to identify candidates that will be able to provide podiatry services at Red Cliff Community Health Center (RCCHC), 36745 Aiken Road, Bayfield, WI. The Candidate awarded a contract must be compliant with the Business Associates provisions of the Health Insurance Portability and Accountability Act (HIPAA). Applicants must have the necessary qualifications set forth in this RFP. No applicant shall have any legal or equitable right or obligation to enter into the Contract or to perform the Work as a result of such applicant being chosen as a qualified candidate.

Contractor will provide approximately sixteen (16) hours per month of clinical podiatry services by a licensed and board certified Podiatrist.

Overview:

The Red Cliff Reservation was created through a series of treaties between the U.S. Government and the Red Cliff Band of Lake Superior Chippewa Indians (Red Cliff Band), the most recent being the treaty of 1854. The reservation is approximately one mile wide and 14 miles long, located at the top of the Bayfield Peninsula, on the shores of Lake Superior in northern Wisconsin. The village of Red Cliff, the location of tribal offices and businesses, is three miles north of Bayfield Wisconsin, a popular tourist community adjacent to the Apostle Islands National Lakeshore. The reservation population is approximately 1100, primarily Native American.

The Red Cliff Reservation is governed by an elected nine member Tribal Council. The role and responsibilities of the Tribal Council have expanded considerably since the passing of the Self-Determination and Educational Assistance Act of 1975. The Tribe administers approximately 120 programs, grants, and contracts and employed over 300 people in 2012.

The Red Cliff Community Health Center, located on the Red Cliff Reservation on State Highway 13, serves as a gathering place and a center for essential services to all who enter. Red Cliff Community Health Center is a full service clinic and offers both direct and community health care services. All Services are provided to American Indian people and their families, as well as the surrounding communities of Bayfield, Madeline Island, Washburn and Ashland.

RCCHC Mission:

The mission of the Red Cliff Community Health Center is compassionate health and wellness services centered on our customers, their families and our communities.

RCCHC Vision:

Complete and integrated services for healthy living.

Contract Term:

The contract shall have an original term of one (1) year, from on or about May 3, 2016 to April 30, 2017. There will be one contractor selected to assure that sufficient resources are available to satisfy podiatry needs at the Red Cliff Community Health Center.

The selection of any proposal shall not imply acceptance by the Tribe of all terms of the Proposal, which may be subject to further negotiation and approvals before the Tribe may be legally bound thereby. If a satisfactory contract cannot be negotiated with the highest ranking proposal in a reasonable time the Tribal Council in its sole discretion may terminate negotiations with the recommended Proposer and begin contract negotiations with the next highest ranked proposal.

Expected Timeline:

RFP is issued by the Tribe		March 18, 2016
Proposals due	12:00 Noon	April 4, 2016
Selection of vendor		April 8, 2016
Contract development & approval		May 2, 2016
Service Start Date		Day after signed contract

Scope of Work:

Contractor will provide approximately sixteen (16) hours per month of clinical podiatry services by a licensed and board certified Podiatrist. Contractor shall be available to provide medical and surgical treatment of diseases, deformities, and injuries pertaining to the foot and ankle of patients at the RCCHC.

Specifically, Contractor shall:

1. Spend an average of sixteen (16) hours per month providing podiatry services to patients of the RCCHC.
2. Identify quality improvement strategies that enhance the systems and process of the RCCHC to maximize revenue and ensure sustainability of Podiatry services at the RCCHC.
3. Use the Resource and Patient Management System Electronic Health Record to complete same day documentation of patient's assessment, treatment, plan, and associated coding using the ICD-10 system.
4. Meet the requirements of Meaningful Use and the Physician Quality Reporting System.
5. Submit monthly invoices detailing activity to the RCCHC Medical Services Director on a monthly basis.

Supplies, Services, and Equipment Supplied by RCCHC:

1. Supplies and equipment necessary for performing routine podiatry care and podiatry operative procedures.
2. Ancillary staff required to room patients, assist with procedures and, to keep Podiatric Clinic records.
3. Dictation equipment.

Submission Requirements:

This RFP will serve as the organizations request for further information and a proposal from vendors to meet the needs of the practice. All proposals must be typewritten and a paper or electronic copy must be submitted by 12:00 p.m. April 4, 2016 to the contacts identified below. Late submissions will not be considered.

Contact: Elizabeth Marcoux, Clinic Manager
Red Cliff Community Health Center
36745 Aiken Road
Bayfield, WI 54814
715-779-3707 x 2227
liz.marcoux@redcliff-nsn.gov

or Patricia Deragon-Navarro, Health Administrator
Red Cliff Community Health Center
36745 Aiken Road
Bayfield, WI 54814
715-779-3707 x2229
Pderagon-nav@redcliff-nsn.gov

Proposal Content:

Firms interested in responding to this RFP must complete all of the following in the exact order as listed below. Failure to provide any of the following information or forms may result in a proposal being disqualified.

Minimum Qualifications (include the following details):

1. Bidder must be compliant with the Business Associates provisions of the Health Insurance Portability and Accountability Act (HIPAA)
2. Bidder must demonstrate that it has a minimum of five (5) years of providing podiatry services.
3. Licensed practitioner and Board certification recognized by the State of Wisconsin
4. Willingness and ability to be credentialed with third party payers.

Introduction and Executive Summary:

1. Submit a letter of introduction, including: name, address, e-mail and telephone number of a contact person.
2. The letter must be signed by a person authorized by your agency to obligate your agency to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that it is willing and able to perform the commitments contained in the proposal.
3. Provide a brief executive summary of your agency and agency capability, experience, years providing the services being bid and how it meets and/or exceeds the "Minimum Qualifications/Requirements".
4. A description of the firm's organizational structure (e.g., corporation, partnership, limited liability company, etc.), the jurisdiction in which firm is organized and date of such organization.

Project Approach:

1. Provide a narrative of the services you are proposing to offer. The proposal is to be as specific as possible. The following elements should be included:
 - a. Overall scope of work, terms and conditions of services to be provided
 - b. Number of years' experience providing routine podiatry care to patients, including time spent working within Native communities.
 - c. Your ability to develop and participate in quality assurance monitoring activities related to podiatry services.
 - d. Details of submitting invoices detailing service times and date on a monthly basis.
 - e. Describe the typical appointment pattern and treatment approach. What is your recommendation if the treatment is not working?

Firm's Qualifications:

1. Provide information on your firm's background and qualifications which addresses the following:
 - a. A brief description of your firm's background and experience demonstrating your strengths and technical capability to provide the services requested.
 - b. Provide at least two (2) letters of recommendation, which discuss the bidder's services similar to the services listed in this RFP.

Staff Qualifications:

1. Provide information on your firm's staff qualifications
2. Provide a description of the experience, professional qualifications, specialty certifications and education of the team (staff) members. This may be curriculum vitae'.
3. Describe any specialty care, in office procedures, and experience with diabetes preventative and wound management you have, please be specific.
4. Describe the use of an electronic health record system to document care, treatment, follow up, and coding. Specifically identify any experience working with the Indian Health Service's RPMS system.
5. The bidder must have and provide copies of all necessary licenses, permits, approvals and authorizations necessary in order to perform the Work and conduct the Proposer's business.

Fee Proposal:

1. Submit your proposed hourly rate.

Selection Criteria:

The proposals will be evaluated by a selection committee comprised of parties representing the Red Cliff Band of Lake Superior Chippewa Indians. The committee intends to evaluate the proposals generally in accordance with the criteria itemized below.

Project Approach:

(30 points)

1. Does the proposal include all of the following required information in a clear and concise manner?
2. Overall scope of work, terms and conditions of services to be provided
3. Number of years' experience providing routine podiatry care to patients, including time spent working within Native communities.

4. Your ability to develop and participate in quality assurance monitoring activities related to podiatry services.
5. Details of submitting invoices detailing service times and date on a monthly basis.
6. Describes typical appointment pattern, treatment approach, and follow up care standards.

Firm's Qualifications:

(25 points)

1. The bidders experience, qualifications and years providing the service being bid must be discussed fully in the response, and how it meets and/or exceeds the "Minimum Qualifications/Requirements".
2. Provides at least two (2) letters of recommendation, which discuss the bidder's services similar to the services listed in this RFP.

Staff Qualifications:

(40 points)

1. Provides a description of the experience, professional qualifications and education of the proposed service providers. This may be in the format of curriculum vitae'.
2. Describes a variety of specialty care, in office procedures, and experience with diabetes preventative and wound management.
3. Describes experience using an electronic health system, specifically RPMS.
4. The bidder must have and provide copies of all necessary licenses, permits, approvals and authorizations necessary in order to perform the Work and conduct the Proposer's business.

Fee Proposal:

(5 points)

1. Submission of an hourly fee with description of services intending to provide.

TOTAL POINTS POSSIBLE FROM PROPOSAL:

100 Points