



Health and Human Services **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE
43408 OODENA DRIVE
ONAMIA, MN 56359

DATE ISSUED: 3 September, 2024

BID DATE: 13 September, 2024

PROJECT: Mental Health Clinical Services

TO: Qualified Mental Health Vendors

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

RFP for Mental Health Clinical Services 2 January, 2025 to 31 December, 2025

Delivery to the following service locations:

- 1. Ne-la-Shing Clinic 18562 Minobimaadizi Loop Onamia MN 56359**
- 2. East Lake Clinic 20849 370th Lane McGregor MN 55760**
- 3. Aazhoomog Clinic 45741 Grace Lake Road Sandstone MN 55072**
- 4. Telehealth/Virtual Visits**
- 5. Four Winds Lodge 11600 State Ave Brainerd MN 56401**

The Mille Lacs Band of Ojibwe, Health and Human Services will be accepting sealed bids for the delivery of Mental Health Clinical services. Bids will be due 13 September 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 19 September at 10:30 AM.

Intent:

The intent of this Request for Proposal (RFP) is to search for qualified vendors who are interested in providing the following Mental Health Clinical Services for Mille Lacs Band of Ojibwe (Band) Health and Human Services:

- One (1) Psychiatrist to provide services to each of the five (5) service locations with on-site presence three days a week in District One with virtual access to District (s) Two and Three five days a week.
- Three (3) Mental Health Professionals to provide on-site services to Ne-la-Shing clinic three days a week on-site in District One and two days virtual.
- One (1) Mental Health Professional to provide onsite services to be split between District Two and Three with virtual capability as needed.
- One (1) Mental Health Professional to provide on-site services five days a week at Four Winds Lodge.

*On site and virtual days subject to change at the direction of the contracting officer based on the community needs.

The following Mental Health Professionals can provide Mental Health Clinical Services:

- Licensed Psychologist (LP)
- Licensed Professional Clinical Counselor (LPCC)

- Licensed Independent Clinical Social Worker (LICSW)
- Licensed Marriage and Family Therapist (LMFT)
- Psychiatrist or an Osteopathic Physician
- Clinical Nurse Specialist (CNS)
- Psychiatric Nurse Practitioner (NP)

The Band intends to award a one-time contract to the bidder selected as most capable of meeting the Band's requirements. The contractor will be required to sign a Business Associate Agreement. The Band will be the holder of all data and all documentation will be in the electronic health record provided by the Band.

General Notes:

1. Contractor is responsible for a thorough investigation of the scope of work.

HEALTH AND HUMAN SERVICES WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.

Work Scope Description:

The Mille Lacs Band of Ojibwe is interested in contracting with one (1) Mental Health vendor to provide Mental Health Clinical Services.

Specific Requirements:

1. **Clinical Care**
 - a. **Clinical Evaluation, Care, and Consultation Services:** Provision of mental health services and consultation with outcome measurements and trending to support quarterly Band Assembly reports.
 - b. **Psychiatric Evaluation, Care, and Staff Consultation-** Provide individual psychiatric evaluations and ongoing individual psychiatric care.
2. **Staff additions:** Approved by the contracting officer based on supporting operational data. When provider/clinician are added, a ninety-day notice will be given to Mille Lacs Band of Ojibwe in writing.
3. **Staff Schedules:** All clinical staff schedules will be created by the Mille Lacs Band of Ojibwe Client Access team and managed by the Health Services Director at the direction of the contracting officer. Contractor will provide a staff schedule at a minimum of sixty days in advance. Health and Human Services reserves the right to give thirty-day notice to request a work site change.

The contract staff will not be scheduled on the following:

- a. On days the clinic is closed.
- b. On days the clinic is only open a half day.

A full day is minimally six hours of staff availability for patient care. If less than six hours, schedules will be closed for the day and per diem will not be paid.

Contractor will be responsible for clinical supervision for unlicensed personnel. MLBO will not include clinical supervision in their template build, this will need to be completed outside the MLBO schedule.

Due to space constraints, staff from off-sites will remain at assigned sites to complete their workday unless other arrangements have been made.

If Mille Lacs Band issues a government closure for inclement weather or other emergency, it will be treated as a normal scheduled day and per diem will be paid.

4. **Clinical and Financial Outcomes** – Mille Lacs Band of Ojibwe will trend expense and revenue of services provided and communicate with the service provider selected on trends and needed adjustments.
5. **Strategic Planning** will be done by the Mille lacs Band of Ojibwe in collaboration with the service provider selected, at the direction of the contracting officer.
6. **Operational Planning**- Operational decisions will be at the direction of the contracting officer for execution by the Mille Lacs Band of Ojibwe in collaboration with the service provider selected. All final operations and program changes must be reviewed and approved by the contracting officer. The direct contact for operations is the Health Services Director, as appointed by the contracting officer.

Contacts:

Interested bidders shall contact Emily Duvan at 320-532-4181 or by email at Emily.Duvan@millelacsband.com to be included on the bidder's list in the event that any addendums are issued for this project.

HEALTH AND HUMAN SERVICES RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

Bidding notes:

1. Submit proposal in lump sum, not to exceed amount
2. All Contractors (including subcontractors) must comply with Davis Bacon wage requirements
3. All Contractors must provide the following along with their bid submittal:
 - a. A copy of Current MLB Vendor's License (or a copy of the submitted application)
 - b. A copy of Current Insurance Certificate

All proposals MUST be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Office of Solicitor General
Sealed bid: Mental Health Clinical Services
43408 Oodena Drive
Onamia, MN 56359**

****All bids must be SEALED and must be received at the Office of Solicitor General BY 3:00 p.m. Friday 13 September 2024. Late and/or unsealed bids cannot be accepted. Please plan accordingly to ensure the timely receipt of your bid submittal. ****

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

Licensing:

1. Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Elizabeth Thornbloom at (320)532-8274 or via email at ETHornbloom@grcasinos.com with questions regarding licensing and for the license application.