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**Health and Human Services**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: 17 September 2024**

**43408 OODENA DRIVE**

**ONAMIA, MN 56359 BID DATE: 03 October, 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-Ia-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 02 October 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 03 October 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-Ia-Shing clinic three days a week on-site in District One and two days virtual.**
* **One (1) full-time therapist 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.**

**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**
2. **Clinical Evaluation, Care, and Consultation Services:**  Provision of mental health services and consultation with outcome measurements and trending to support quarterly Band Assembly reports.
3. **Psychiatric Evaluation, Care, and Staff Consultation-** Provide individual psychiatric evaluations and ongoing individual psychiatric care.
4. **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.
5. **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:

* 1. On days the clinic is closed.
  2. 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.

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.

1. **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.
2. **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.
3. **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:

**Questions can be addressed to Jan Manary at 320-532-4761 or email** [**Jan.manary@hhs.millelacsband-nsn.gov**](mailto:Jan.manary@hhs.millelacsband-nsn.gov)**. If unable to reach Jan, you can also reach out to Greta Sorvik at 320-532-7833 or email** [**Greta.sorvik@hhs.millelacsband-nsn.gov**](mailto:Greta.sorvik@hhs.millelacsband-nsn.gov)**.**

**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. Mail all bids to the below address – do not Fed Ex submissions
3. Contract individuals must be able to be credentialed through HHS credentialing

**All proposals MUST be mailed and labeled as follows:**

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**Mille Lacs Band of Ojibwe**

**Commissioner of Health and Human Services**

**Sealed bid: CTSS Services or Clinical Services (two separate bids)**

**PO Box 509**

**Onamia, MN 56359**

\*\*All bids must be SEALED and must be received **BY**3:00 p.m. **Wednesday October 2, 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.**