



REQUEST FOR STATEMENTS OF QUALIFICATIONS

August 16, 2024

The Little Traverse Bay Bands of Odawa Indians (LTBB), a federally Recognized Indian Tribe, invites you or your firm to submit a Statement of Qualifications to become eligible for a possible interview regarding services as Medical Director for Crooked Tree Wellness Clinic.

Included with this letter are:

- 1.) Provisions governing RFQ.
- 2.) A list of materials and information which should be included in your Statement of Qualifications.
- 3.) A general description of the preliminary scope of work.
- 4.) Project specific questions should be directed to Jody Werner by email at jwerner@lbbodawa-nsn.gov.

For individuals that are selected for an interview, more detailed information will be provided at that time.

If you have questions specific to this RFQ, you may contact Mandy Szocinski at 231- 242-1439.

The following information is on the standard process only, no specific information can be obtained:
The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. If you have questions on **only** the standard process, you may call QBS at (517) 332 – 2066 or e-mail questions to mail@acecmi.org and reference “QBS” about the standard selection procedure or you may go to www.qbs-mi.org.

Thank you for your interest.

Sincerely,

Mandy Szocinski

Mandy Szocinski
Accounting

I. STATEMENT OF QUALIFICATIONS

- A. Qualification submittals must be received by Mandy Szocinski in the Accounting Department by **August 29, 2024** no later than 3:30pm prevailing local time. Qualification submittals received after deadline will not be considered.
- B. Bids will be accepted in the following four methods:
 - 1. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 - 2. U.S. Mail: Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740
- C. All complete submittals will be reviewed for determination of eligibility for interview if necessary.
- D. If interview needed, those selected for an interview will be notified.

II. PRELIMINARY SCOPE OF WORK

The Little Traverse Bay Bands of Odawa Indians (“LTBB”) is a federally recognized Indian tribe. The LTBB Health Department (“LTBBHD”) operates a health care clinic called Crooked Tree Wellness Clinic (CTWC) located at 2390 Mitchell Park, Unit D, Petoskey, MI (“Clinic”). CTWC provides medical services to the underserved population of northern Michigan and is open to anyone who has Michigan Medicaid. LTBB needs a Medical Director with a commitment to excellence who will contribute to the overall success of our clinic and the well-being of our patients. The Medical Director will work closely with the LTBB Health Director and the Crooked Tree Wellness Clinic medical team to ensure that CTWC provides excellent health care services to the community. The Medical Director will oversee all clinical processes to guarantee that our patients receive optimal care. LTBB desires the Medical Director to contract with LTBB for 20 hours per week.

Duties include:

- A. Ensure the delivery of high-quality clinical services.
- B. Coaches advanced practice providers in their clinical care of patients.
- C. Provides primary medical services to patients with complex medical conditions.
- D. Assist Health Director in reviewing and periodically updating clinical care-related policies and procedures.
- E. Provide technical and clinical support to CTWC nursing staff.
- F. Ensures that providers practice medicine in accordance with the current standards of practice and regulatory requirements.
- G. Document patient encounters in electronic health record system within a timely manner after each visit.
- H. Refer patients as needed for specialized health services not provided by CTWC.
- I. Advises Health Director with respect to medical and related problems/needs of CTWC.
- J. Assists Health Director in the development of clinical care quality controls.
- K. Assist Health Director and Clinic Manager in assuring that each patient’s responsible provider attends to the patient’s medical needs, participates in care planning, follows the schedule of visits, and complies with CTWC clinical care standards.
- L. Notify Health Director when a provider fails to provide services that meet generally accepted standards of practice.
- M. Periodically monitor medication utilization and educate physicians regarding appropriate pharmaceutical use.
- N. Participate in reviewing summaries of incident reports, identifying issues regarding clinical care, and make recommendations to the Health Director.

III. REQUIREMENTS

- A. State of Michigan Board of Medicine License to practice as a physician required.
- B. Board of Pharmacy Controlled Substance License required.
- C. Certification in Family Medicine by the American Board of Family Medicine preferred, not required.
- D. Five years’ experience as a Family Medicine Physician in an outpatient setting required.
- E. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C.

6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.

- F. The Parties understand that LTBB has enacted a statute, WOS 2012-008, the Sex Offender Registration and Notification Statute, to fulfill the obligations of sex offender registration and notification. All contractors, including their employees including all subcontractors and their employees that are sex offenders that are mandated to register are required to update their registry with the LTBB Law Enforcement when working on sites under the jurisdiction of LTBB.

IV. PREFERENCES FOR CONTRACTOR

- A. Native American Preference shall apply.
1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of "Submittal Package" submittal for documentation needed.
- C. Prefer training and experience in culturally diverse environment, preferably with Native Americans.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, any of the following insurance coverages that apply. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

- A. Malpractice liability insurance will be required and negotiated.
- B. If a firm, Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage, as required by law.
- C. The Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use at the work site during term of contract. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, tools and materials.
- D. If any of the above coverage expires during the term of the contract, the Contractor's insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

VI. CONTRACT AWARD

The LTBB Health Director and a team from LTBB will evaluate the submittals, conduct reference checks and determine if interviews are needed. If interviews are needed, LTBB will contact those chosen and interviews will be scheduled and conducted.

The LTBB team will evaluate the final candidate interviews and decide to award the contract to most qualified having proven experience in services as described above. Native American Preference shall apply.

LTBB may make a determination that the rejection of all submittals is in the best interest of LTBB.

LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the Contractor for submittals.

VII. STATEMENT OF QUALIFICATIONS

Submittals must be in the format listed below for Statement of Qualifications along with that supplemental documentation which is required to meet the criteria of this request. Incomplete responses will not be considered.

1. Introduction
 - a. Name, title, address, telephone number, email, preferred method of contact
 - b. Letter briefly state the understanding you have of the work to be done stating subject is in response to this request
 - c. Brief history/Background

2. If a provider, submit curriculum vitae (CV); if a firm a complete list of capabilities and services provided by you/your firm.
3. Key staff who will perform the tasks for this project
 - a. Resumes of the staff proposed for the project, and the principles of the firm.
4. List of References (minimum of 3), local references preferred.
5. A copy of State of Michigan Board of Medicine License to practice as a physician.
6. A copy of Board of Pharmacy Controlled Substance License.
7. If applicable, a copy of Certification in Family Medicine by the American Board of Family Medicine.
8. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
 - Native American providers: provide copy of enrollment card.
 - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
 - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
 - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.
9. Cost of the services for the Contract term as noted in Section II of this request
10. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
11. A summary of any pending or settled legal actions dealing with this type of project.