Strategic Planning Consultant
Request for Proposals (RFP)
Requested by the Skokomish Indian Tribe

The Skokomish Indian Tribe is seeking a well qualified and experienced individual or firm to lead strategic planning efforts for the Health Department. This will be a phased effort with the resulting in a five-year detailed strategic plan and path for the next five years.

Due Date: August 30, 2023 received by 3:00 pm
(late submissions will not be considered)

RFP Submission: Via e-mail, U. S. mail, other delivery services and/or hand delivery to:
Denese LaClair
Health Director
Skokomish Indian Tribe
N. 100 Tribal Center Road
Shelton, WA 98584
E-mail: dlaclair@skokomish.org
Phone: 360-426-5755 x 2118

Performance Dates:
Contract Start Date: No Later Than October 1, 2023
Contract End Date: Anticipated to be June 30, 2024

Introduction
Who we are......we are a federally recognized Native American Tribe located in Shelton, Washington. The Tribe has 777 members ranging from newborn to the age of ninety.

The reservation is located in rural Mason County, Washington, which has been classed as a financially distressed area by the state for well over ten years. Per Census QuickFacts, the median income in Mason County is $68,166. This is far below the state at $82,400. The Census My Tribal Area report for Skokomish shows the median income on the reservation is $53,958, which is 34.5% lower that the state and 20.8% lower than the County. On the reservation 16.7% of the population is living in poverty as compared to 12.6% in the County and 9.9% in the State. Of the individuals residing on the reservation who are in the labor workforce 62.32% are unemployed. The unemployment rate for Mason County is 3% and the state at 4%. This is significant as the fact that low-income individuals, and those who live in depressed areas, are much less likely to have access healthy food, nutritional counseling and education, healthcare
and other supportive services has been well documented. A significance that holds true for our community.

Geographical area....Our reservation is comprised of 4,950 acres. Our usual and accustomed area includes over 170 miles of shoreline and 75,000 acres of water. Washington State is home to 29 federally and two State recognized tribes.

Community Health profile....the Leading cause of death in Mason County for 2015-2019 was cancer followed by cardiovascular disease, unintentional injury, COPD, Alzheimer disease, stroke and suicide per the Mason County 2021 Community Health Assessment (CHA). Of the individuals residing in Washington state under the age of 65 10.35% are disabled as compared to 13.7% in the County and the reservation at 19.2%. Having a disabling condition can lead to a lack of exercise and an inability to access healthy foods due to limited shopping and preparing assistance for those not able to do so on their own.

Phased Planning Process:
We have phased the planning process as follows. The proposal should align with the phases as detailed. Additional steps or phases may be included in the proposal but must contain those listed below. Note-some of the phases will require more than one meeting.
1. Meet and work with designated Leadership Team (Team) to define overall strategies, priorities, current infrastructure, services, funding sources and similar plan components.
2. Conduct planning sessions with individual departments and clinics (dental, primary care and behavioral health clinics, Victim Services Department, Public Health and Wellness Program, Billing and Benefits Department, IT and Administration within the Health Department to gather or area specific input as aligns with number 1 above. The Health Department has 30-40 members at any given time.
3. Meet with the Team to discuss the information and input received during the planning sessions detailed in number 2 above.
4. Formulate and submit a draft plan to the Team, schedule meeting to review the draft plan.
5. Present the Team with a final plan for approval.
6. Conduct a plan presentation meeting for all Health Department staff.

RFP Requirements:
The RFP must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Submitters are asked to refrain from submitting responses that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper.
1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience and abilities including identification and designation of roles/responsibilities of key staff if response is from a firm. Demonstrated experience working with Native American tribes and within tribal communities will be an important consideration when awarding this contract.
3. A summary of similar work completed by the individual submitting the response or the key staff as included in above.
4. Client references including project type, dates, contact info and description.
5. A detailed budget that includes hourly rate billing sheet and any additional expenses beyond the hourly rate the proposer anticipates incurring and billing.
6. Statement of acceptance, ability and willingness to: enter into a Skokomish Goods and Services Contract and provide any additional forms and/or certifications as required by the Tribe and/or a project funding source. Submitter should note any requested exceptions to the Contract in their proposal.
7. Statement addressing whether the submitting individual or entity has minority, woman and/or Native American business ownership

**Draft Scoring Criteria:**

RFPs will be scored based on the following criteria. The scoring criteria are subject to change without notice at the sole discretion of the Skokomish Indian Tribe.

<table>
<thead>
<tr>
<th><strong>RFQ Components</strong></th>
<th>Rated from 1-10 with 1 being the lowest</th>
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<tbody>
<tr>
<td>Proposer's overall experience</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
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<tr>
<td>Experience providing the services required</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
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<tr>
<td>Demonstrated skills and capabilities</td>
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<tr>
<td>Experience working with Native American tribes</td>
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<tr>
<td>Inclusion of required Statements</td>
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<tr>
<td>Client references</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
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<tr>
<td>Minority, Women Native American owned entity</td>
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<tr>
<td>Reasonableness of hourly rate(s)/expenses</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
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**Questions:**

Direct questions and/or requests for clarification to Denese LaClair as listed above.