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**Health Informatics Specialist
Request for Qualifications (RFQ)
Requested by the Skokomish Indian Tribe's Health Department**

The Skokomish Indian Tribe's Health Department is seeking a well qualified and experienced Health Informatics Specialist who will enable the provision of high quality healthcare in an efficient and effective manner.

Due Date: August 9, 2024 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 September 1, 2024
Contract End Date: Anticipated to be June 30, 2025 with possible extensions through 2027

Role and Responsibilities

The Health Informatics Specialist will be responsible for: collecting and analyzing data, identifying available resources and gaps, providing data as needed for making programming and other decisions, noting areas of improvement needed and similar tasks. The Specialist will work within our Electronic Health Record (EHR) as well as other data collection systems and repositories.

A keen understanding of the the laws and regulations that apply to health-related and similar data, such as the Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health (HITECH) Act is essential in this position.

Proposals from qualified entities as opposed to an individual will be considered.

Requirements

The successful proposer must meet the following minimum requirements.

1. Hold a Bachelors degree in Health Informatics (highly preferred) or a similar technology related field.
2. Two years or more experience serving as a Health Informatics Specialist.
3. Effective written and oral communication skills.
4. Comprehensive understanding of medical terminology
5. Knowledge of regulatory oversight.
6. Understanding and experience working in an EHR.
7. Ability to work independently.
8. Ability to problem-solve in an efficient and effective manner.
9. The ability to work with and be part of a dynamic team.
10. Available a minimum of 30 hours per week.
11. Available to work on-site on the Skokomish Indian Reservation as requested/required.
12. Pass a background check.

The following is highly preferred:

1. Experience working in healthcare and/or a healthcare setting.
2. Understanding of Indian Health Services regulations and healthcare provision.
3. Experience working for/with an Indian Tribe.
4. Experience working with a rural healthcare department or practice.

Proposal Requirements:

The RFQ proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers 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.

Proposals submitted by entities must clearly identify each individual who will be involved in this effort and how they meet the requirements.

1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience and abilities and how they relate to the minimum and preferred requirements. 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 proposal.
4. Client/employer references including project/work type, dates, contact info and description.
5. Hourly rate(s) 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 proposer is an Native American/ Alaska Native. For entities a statement addressing whether the entity has minority, woman and/or Native American business ownership

Draft Scoring Criteria:

RFQs 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.

RFQ Components	Rated from 1-10 with 1 being the lowest									
Proposer’s overall experience	1	2	3	4	5	6	7	8	9	10
Experience providing the services required	1	2	3	4	5	6	7	8	9	10
Demonstrated skills and capabilities	1	2	3	4	5	6	7	8	9	10
Availability	1	2	3	4	5	6	7	8	9	10
Experience working with Native American tribes	1				5					10
Inclusion of required Statements	1				5					
Client references	1	2	3	4	5	6	7	8	9	10
Native American/Alaska Native or minority, woman and/or Native American business ownership	1				5					10
Reasonableness of hourly rate/expenses	1	2	3	4	5	6	7	8	9	10

Funding Source:

The funding source for the work to be conducted is Opioid Settlement Funds through the Washington State Healthcare Authority under Indian Nation Agreement #K7362. Applicable agreement terms and conditions will be included in the Skokomish Goods and Services contract. The successful proposer will be required to accept and remain in compliance with all contractual requirements.

Additional Work:

The Tribe, at its sole discretion, may request similar additional work be performed by the successful proposer without issuing a subsequent RFQ.

Questions:

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

