



Office (360) 426-5755

100 North Tribal Center Road Skokomish Nation, WA 98584

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**Request for Qualifications (RFQ)  
Skokomish Health and Wellness Program Sustainability Consultant  
Requested by the Skokomish Indian Tribe**

The Skokomish Indian Tribe is seeking a well qualified and experienced individual or entity to serve as a Sustainability Consultant for the Skokomish Health and Wellness Program (SHWP).

**Background:**

The Skokomish Indian Tribe's Health Department is re-launching the current Public Health and Wellness Program to enhance the benefit to the community by expanding and including chronic disease prevention and management with focused programming and activities that have strong ties to our traditions, culture and the needs identified by members through a two-year defining process.

Working under the direction of and reporting directly to the Health Director and Deputy Director the Sustainability Consultant will work primarily within our emerging SHWP.

Anticipated activities include:

A. Work with the Directors and other identified individuals to:

1. Review and revise SHWP program activities, strategies, timeline and workplan as identified.
2. Develop program Standard Operating Procedures (SOP)
3. Work with program staff to ensure that program stays in compliance with workplan, budgets, evaluation, care coordination and similar.
4. Develop an evaluation process and tools and conduct quarterly to semi-annual evaluation audits.

B. Work with SHWP staff to: conduct ongoing program planning; conducting community outreach and education; provide culturally rich activities, events, training and services; securing goods and services; implementing and maintaining a master event and 12-month activity calendar; developing and implementing programs and providing direct services such as a prescription produce program focused on providing participants with the knowledge, skills needed for healthy diets that incorporate traditional foods; coordinating the Health Department's Employee Wellness Program; expanding the quality, quantity and types of services and support available to the community that includes case management, service provision outside of the tribal Clinics; and similar.

C. Revenue Generating Programs/Services-work with departmental Administration to identify, prioritize, initiate contacts, program development, contract/agreement negotiations, formulate specific program SOPs, formulate program projected revenue and expenses-once contract negotiated add to SHWP master Budget, contract administration and similar. Health Home and TFQHC will be the first potentially followed by Long-term Care Supportive Services, variety of other case management programs, Medicaid foundational community supports and more.

While working remotely will be allowed the successful submitter must be available to work on-site anticipated to be one to two days a week for the first three months then as scheduled and agreed on the reservation located at 100 N. Tribal Center Road, Shelton, WA 98584.

Rate: \$75 per hour

Hours: Anticipated need is 45-55 hours per month for the first year.

Performance Period: Contract Execution-12/31/25  
Subsequent years based on performance and funding availability.  
Program is currently funded through December 31, 2027.

*Due Date:* January 22, 2025 received by 3:00 pm  
(late submissions will not be considered)

*RFQ Submission:* Via e-mail, U. S. mail, other delivery services and/or hand delivery to:

Denese LaClair, Health Director  
100 N. Tribal Center Road  
Skokomish, WA 98584  
E-mail: [dlaclair@skokomish.org](mailto:dlaclair@skokomish.org)  
Phone: 360-426-5755 ext. 2118

*Project Dates:* Goods and Services Agreement Executed: Anticipated by  
February 14, 2025  
Contract End Date: 12/31/25 unless extended by amendment to  
Goods and Services Agreement

### **Skills and Experience**

1. Three or more years of experience working for or within tribal, state and/or federal health-related programs (required).
2. Three or more years researching, analyzing and securing funding through a variety of sources (highly preferred).
3. Knowledge of Washington state and federal health-related programs and services including laws and regulation governing them (highly preferred).
4. Ability to develop programs including required infrastructure and budgets (required).
5. Ability to represent the Tribe in a professional manner while discussing programs, services, negotiating contracts and similar (required).
6. Ability to analyze potential funding sources and revenue generating feasibility (required).
7. Ability to meet deadlines and manage stress effectively in high-pressure situations (required).
8. Excellent communication, problem-solving and interpersonal skills (required).
9. Strong sense of discretion and confidentiality (required).
10. Knowledge of the Skokomish Community and its culture and traditions (preferred); three years of experience working in Native American communities and within tribal programs (highly preferred).

### **Proposal Requirements:**

The proposal should contain the following components. Additional information that may prove beneficial to the Tribe during the reviewing and awarding process is welcomed.

1. Contact name, company name (if applicable), address, telephone number and e-mail address.
2. Description of skills, experience and ability to meet RFQ requirements.
3. References including project type, dates, contact info and description.
4. Availability including number of hours and days of the week.
5. Statement addressing whether the submitting individual or 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.

<b>RFQ Components</b>	<b>Rated from 1-10 with 1 being the lowest</b>									
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
Experience working with Native American tribes	1				5					10
Client references	1	2	3	4	5	6	7	8	9	10
Minority, Women Native American owned entity	1				5					10
Reasonableness of hourly rate(s)/expenses	1	2	3	4	5	6	7	8	9	10

**Funding Source:**

Washington State Tribal Foundational Public Health Services, American Recovery Plan Act and similar federal, state and tribal funds. The Consultant will be responsible for ensuring compliance with all applicable federal, Washington State and Tribal terms, conditions, requirements and policies.

**Questions:**

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

**Additional Work:**

The Skokomish Indian Tribe, at its sole discretion, may extend the contract with the successful submitter to complete additional work without re-issuing another RFQ or similar.