

REQUEST FOR PROPOSAL (RFP) FOR HUMAN RESOURCE (HR) TRANSITION SUPPORT

*Pyramid Lake Tribal Health Clinic
Dawna Brown, Health Director
705 Highway 446
P.O. Box 227
Nixon, NV 89424
775-574-1018*

The Pyramid Lake Tribal Health Clinic is established in accordance with and under the authority of Article VI, Section 1 (A), (D), and (M), of the Pyramid Lake Paiute Tribe's Constitution and By-Laws, adopted January 15, 1936. The Pyramid Lake Tribal Health Board is responsible for the operations of all aspects of the Pyramid Lake Tribal Health Clinic. The Pyramid Lake Tribal Health Clinic is federally funded through Indian Health Service, Public Law 93-638.

Presently, Pyramid Lake Tribal Administration provides Human Resource services for the Pyramid Lake Tribal Health Clinic. The Pyramid Lake Tribal Health Board seeks to build and implement a sound structure that would transition Human Resources to the Pyramid Lake Tribal Health Clinic.

The Pyramid Lake Tribal Health Clinic presently operates with a staff of sixty-three (63) contractors and employees that include medical professionals, medical auxiliary, administrative, and facility support.

The Pyramid Lake Tribal Health Clinic seeks a qualified firm or individual to develop the Human Resource structure that would transition the Pyramid Lake Tribal Health Clinic's Human Resources from the Pyramid Lake Tribal Administration Human Resource Department.

SCOPE OF WORK

1. Review and assist in the development of staffing and job descriptions.
2. Review and assist in the development of policies and procedures.
3. Assist in the development of a Back Ground Check program.
4. Assist in the development of wage scale for professional and support staff.
5. Assist in the development of a bonding system for staff responsible for decision and financial management of the Health Clinic.

Job Descriptions, policies and procedures are required to be compliant with Tribal, State and Federal laws and regulations.

In accordance with Tribal procurement policies, this RFP is open to both Indian and Non-Indian firms and organizations, with the provision for Indian Preference to qualified Indians, Indian owned firms and organizations.

Qualifications and Requirements that must be submitted with each proposal:

1. Proof of Professional Liability Insurance.
2. Valid Pyramid Lake Tribal Business License.
3. Bid amount showing break down for each task.
4. Detail start and completion dates for each work phase identified in the proposal.
5. Certification of Indian Preference.

All Requests for Proposal must be sealed and postmarked no later than October 20, 2023, and mailed to:

*Dawna Brown, Health Director
Pyramid Lake Tribal Health Clinic
P.O. Box 227
Nixon, NV 89424
775-574-1018, ext. 1216
dbrown@plpt.nsn.us*

*The Pyramid Lake Tribal Health Clinic reserves the right to refuse any or all proposals submitted.
The Pyramid Lake Paiute Tribe is a federally recognized Tribe, reserves the rights of Tribal Sovereignty.*