K'IMA:W MEDICAL CENTER

P.O. Box 1288, Hoopa, California 95546
Telephone (530) 625-4261
Admin. Fax (530) 625-4842 * Medical Fax (530) 625-4781

An Entity of the Hoopa Valley Tribe

REQUEST FOR PROPOSAL: INDIRECT COST RATE PROPOSALS

Date Issued: February 9th, 2023

Proposals Due: March 3rd, 2023 @ 5:00 PM

Introduction

The K'ima:w Medical Center is seeking proposals from consultants or firms to provide a comprehensive indirect cost rate proposal for the Interior Business Center to secure an indirect cost rate using a methodology that recovers the most indirect dollars.

All submissions must be sent electronically to scott.lewis@kimaw.org by no later than 5:00 PM on March 3rd, 2023. We will not consider late proposals, and the bids shall be marked "Submission for Indirect Cost Proposal."

KMC will select a firm based on demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required. Cost alone shall not be the determinative factor.

This RFP does not oblige KMC to award a contract, and KMC reserves the right to cancel the request for proposals if deemed in its best interest. Responding firms shall be solely responsible for any expenses incurred in preparing submissions in response to this request.

About the K'ima:w Medical Center

K'ima:w Medical Center, a robust ambulatory healthcare service center for the greater Hoopa Valley, has been in operation since 1974. The Joint Commission accredits the medical center, and this independent, not-for-profit national body oversees the safety and quality of healthcare and other services provided by accredited organizations. For years, the tribal health clinic was called the "Hoopa Health Association." The name was officially changed in 1998 to the K'ima:w Medical Center. K'ima:w means "good medicine" in the Hupa language.

Departments

- Administration
- Ambulance
- Behavioral Health
- Billing
- Dental
- Diabetes
- Fiscal
- Health Information Management (Medical Records)
- Human Resources
- Information Technology
- Lab
- MMIW/DV/SA
- Medical
- Medication Assisted Treatment Program
- Nursing
- Outreach
- PRC
- Patient Benefits
- Pharmacy
- Senior Nutrition
- Transportation
- Radiology

KMC's fiscal year begins on October 1 and ends on September 30. For Fiscal Year 2022-23, the K'ima:w Medical Center has an operating budget of approximately $26 million for all funds, and non-grant revenue is roughly $7.5 million. While KMC operations generate revenue from various medical services, such as Clinical, Dental Lab, X-ray, and Pharmacy activities, the Indian Health Service provides annual funding through the Department of the Interior. KMC also receives State and Federal Grants.

Background

The administration of federal grants and contracts usually requires the expenditure of resources of various organizations within Tribal government. The Federal Office of Management and Budget 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87) was issued to meet an expressed need for a more uniform approach to the problem of determining costs of federally aided programs. The Circular provides principles and standards for determining both direct and indirect costs applicable to federal grants and contracts with state and local governments.

The charging of joint or common costs against federal grants and contracts requires, at least, the preparation of an indirect cost proposal. The K'ima:w Medical Center is subject to a single audit.

Objective

The K'ima:w Medical Center desires to ensure that administrative costs incurred on behalf of the federal programs operated by KMC are recovered to the maximum extent possible under current guidelines. This objective will require adequate documentation of these costs, justification of their benefit to federal programs, accumulation of administrative overhead, and optimal allocation to programs served. K'ima:w Medical Cener has never had an IDC rate, this will be the first negotiations.

Scope of Services

Specific services to be performed, although not all-inclusive, are as follows:

- Develop and prepare an indirect cost rate proposal for the K'ima:w Medical Center, under OMB A-87, for October 1st, 2024. Successfully negotiate these rates, as may be required. Provide instruction and guidance to departmental and program personnel to apply negotiated indirect cost rates, as necessary.
- Review KMC's data collection worksheets, allocation bases, and indirect cost pools and identify alternative methodologies that may impact indirect cost recoveries favorably.

Project Deliverables

The consultant or firm will be required to provide the following products in the performance of the contract:

- An oral and written presentation of the indirect cost rate proposal and applications to KMC's indirect cost recovery and other areas.
- Two (2) hardcopies and one (1) PDF file of the KMC indirect cost rate proposal.

Performance Standards

The following performance standards will be met:

- The services to be performed by the contractor shall be undertaken in such sequence to assure their expeditious completion, and to best carry out the objectives of KMC.
- Periodic progress reports, verbal or written, will be made to assure that significant progress is maintained throughout the contract period.

Insurance Coverage Requirements

In its proposal, the offeror must agree that, if selected, it will be able to furnish KMC with an Insurance Certificate that provides Professional Liability, or an equivalent, insurance of $500,000.00 or more. KMC must be a named or additional insured. The offeror must maintain the coverage throughout the life of the contract. KMC will not make payment for services unless acceptable insurance is in full force and effect.

Request for Information

All inquiries regarding requirements of this RFP should be directed to:

Mr. Scott A. Lewis
Chief Financial Officer
K'ima:w Medical Center
535 Airport Rd
Hoopa, CA 95546
Office: 530.625.4261, Ext. 0287
Email: scott.lewis@kimaw.org