



K'IMA:W MEDICAL CENTER

P.O. Box 1288, Hoopa, California 95546

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An Entity of the Hoopa Valley Tribe

Request for Proposal

Invited: All qualified permanent staff placement service providers/recruiters

Primary RFP Contact: Warren Tamerius (warren.tamerius@kimaw.org)

Critical Dates:

Posted date: April 26, 2024

Closing date: May 10, 2024

Proposal Review date: May 13, 2024

Proposal Selection date: May 21, 2024

Project Initiation: Commences upon completion of signed contract.

K'ima:w Medical Center (KMC) is requesting contract proposals to provide recruiting services for key manager positions in a tribally chartered, federally funded, rural ambulatory clinic located on the Hoopa Valley Indian Reservation. Hoopa is located on the beautiful Trinity River in the Northern California coastal mountains. Hoopa is a small community of approximately 4,500 residents: primarily Native American. Our clinic services are open to the public. KMC is a Joint Commission accredited ambulatory and behavioral health clinic. We are also Patient Centered Medical Home accredited.

Scope of work

This is a request for targeted permanent staff recruitment utilizing a fee-for-service model.

At a minimum, the selected vendor will be expected to provide the following services:

- Advertise and solicit candidates to fill selected manager-level positions within K'ima:w Medical Center using information from the provided position descriptions.
- Focus on candidates with experience in Native American health care and/or tribal government, as well as knowledge and experience in the areas identified in the position descriptions provided to the vendor.
- Seek candidates that can pass a Department of Justice-level background check and be able to pass onsite drug and alcohol testing requirements.
- Assist with connecting candidates to KMC by providing an updated resume or CV with contact information. The selected vendor will provide all relevant information about recommended candidates to assist with the selection process.

Budget

The fees or expenses will be described in the contract.

Evaluation criteria

- Interested parties should submit a narrative describing their services, any relevant placement specialties, including experience recruiting for rural employers and/or health care facilities, an outline of any placement fees or other charges, a sample candidate submittal (using your documents), and a sample agreement.
- Three business references with name and contact information (telephone number, email, and address).

Contact information: Warren Tamerius (warren.tamerius@kimaw.org), 530-625-4261 x. 0226, PO Box 1288, Hoopa, CA 95546.

Proposals can be submitted electronically by email. An email confirming receipt will be sent to the sender.