



## **NATIVE VILLAGE OF EYAK Request for Proposals for Inter-Organizational Meeting Facilitation Services**

### **Summary:**

The Native Village of Eyak and the City of Cordova requests proposals for facilitation services for a series of meetings designed to establish a collaborative relationship for inter-organization healthcare delivery in Cordova, Alaska. Project to include a series of onsite meetings both individually and jointly to result in a working relationship and recommendations for next steps.

**All proposals must be received via mail or email by  
5:00 p.m. September 26th, 2018.**

The Tribe reserves the right to waive any formalities in the selection process, and to make a selection as deemed in its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different process.

Please use the below contact to request complete packets and for more information:

Kerin Kramer  
Native Village of Eyak  
907-424-7738  
Kerin@eyak-nsn.gov

## **NATIVE VILLAGE OF EYAK**

### **Full RFP:**

Request for Proposals  
Inter-Organizational Meeting Facilitation Services

September 5, 2018

The Native Village of Eyak is requesting proposals from professional health collaborative solutions facilitators that have extensive experience in providing multi-organization meeting facilitation for the purpose of collaboration of services.

### **Background:**

The Native Village of Eyak is a federally recognized Tribal government residing on the southeastern shore of Prince William Sound along the North Gulf Coast of Alaska. NVE operates a patient centered medical home primary care clinic open to all community patients and tribal members; among other governmental services and enterprises.

The City of Cordova is an incorporated municipality in the same location which operates a critical access care hospital, a primary care clinic, ER and long-term care facility among regular municipality services.

Both entities seek to form a collaborative relationship conducive to working together in order to offer affordable, quality healthcare to all Cordovans and visitors. In an effort to achieve this goal, the Native Village of Eyak and the City of Cordova are requesting proposals for meeting facilitation designed to give voice to concerns, alleviate barriers to collaboration and form a good working relationship. Specific deliverables are:

- Utilize current needs assessments for community needs along with input from both agencies to form a picture of patient demographic. (provided by agencies)
- One individual meeting with the Native Village of Eyak.
- One individual meeting with the City of Cordova.
- Three joint meetings between the entities.
- Report for presentation to each Council by agency staff.

### **Outcome of individual meetings are to be:**

- Identify each entity's current role in healthcare delivery for Cordova residents and Eyak tribal members.
- Identify each entity's vision for the future of healthcare in Cordova/Eyak.
- Discuss how health care delivery would look with ideal collaboration, and what is ideal collaboration from each agencies' perspective.
- Identify successes from past collaboration.
- Identify underlying issues that have prevented optimal collaboration on health care delivery.

## **Outcome of joint meetings are to be:**

- Openly discuss past and present barriers to collaboration.
- Plan and approve a strategy to move past these barriers.
- Identify ways to continue to collaborate that will have meaningful impacts on community healthcare delivery.
- Complete a report to share with each entity's respective council summarizing findings, outlining project achievements and recommending steps forward.

## **All responses to the RFP are required to be organized in the manner and format described below:**

### **Executive Summary**

Describe your understanding of the work to be performed, the estimated fees, and your firm's ability to perform the work within the time frame provided. Include the firm's name, address, other contact information and key personnel names and titles.

### **Service Approach and Timeline**

Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from the Native Village of Eyak's staff.

Discuss the communication process used by the firm to discuss logistics and timelines with staff of both entities.

### **Professional Experience**

Describe how and why your firm is the best fit for this project. This should include an explanation of the firm's philosophy, size, structure, qualifications and portfolio of similar projects. Include a list of the relevant clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

### **Team Qualifications**

Identify the specific staff who will be assigned to this engagement if you are successful in your proposal. Provide their bios specifying relevant experience to the type of services requested.

### **Fees**

Please provide a firm estimate of fees for the services to be provided.

### **Additional Questions/ Information**

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

### **Proposal Timetable**

RFP distributed September 5th, 2018.

Two copies of written proposals due to Native Village of Eyak by 5:00 p.m. September 26th, 2018. NVE contacts successful responders by September 28th, 2018.

First meetings scheduled for mid to late October. Last meeting scheduled for mid-December, final report due to Native Village of Eyak and City of Cordova by December 27th, 2018.

### **Evaluation of Proposals**

While price is an important factor, Native Village of Eyak and the City of Cordova will evaluate proposals on price plus the following criteria:

- Prior experience
- Qualifications of staff to be assigned to the engagement
- Firm's understanding of work to be performed
- References
- Completeness and timeliness of the proposal
- Key Contacts

Following are key contacts for information you may seek in preparing your proposal:

Kerin Kramer Executive Director, Native Village of Eyak 907-424-7738

Requests for additional information and questions, should be coordinated through our Executive Assistant, Reyna Newirth who will work with the City of Cordova's schedule to provide. You may reach her at the number listed above.

Completed proposals must be submitted via the following methods to be considered:

Via regular mail at the following address:

Native Village of Eyak  
Healthcare Facilitation Proposals  
Attn: Kerin Kramer  
Executive Director  
Native Village of Eyak  
P.O. Box 1388  
Cordova, AK 99574

or:

Kerin@eyak-nsn.gov  
Subject line: Healthcare Facilitation Proposals

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