



Please submit responses via email only to: BBainbridge@glitc.org
Please submit by: [July 26, 2024; 4:30 PM](#)
Please put **ARWC Ops and Admin Plan RFP** in the subject line of the email
No mailed submissions are allowed

REQUEST FOR PROPOSALS

Project Title

Adolescent Recovery and Wellness Center Operational and Administrative Staffing Plan

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery or spam delivery submittals regardless of fault. This RFP does not oblige GLITC to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not oblige GLITC to accept or contract for any expressed or implied services.

Request for Proposals Information:

RFP Number:	ARWC1-07-19-2024
RFP Name:	GLITC ARWC Operational and Staffing Plan
Date Issued:	July 19, 2024
Contact Person:	Bryan Bainbridge
Telephone Number:	715-588-1026
Email Address:	Bbainbridge@glitc.org
Submittals Accepted Until:	4:30 PM July 26, 2024
Submittals Delivered To:	Bbainbridge@glitc.org

GENERAL INFORMATION

Purpose

Great Lakes Inter-Tribal Council, Inc. is soliciting requests for proposals for the purpose of developing the *Operational Plan and Executive Staff Plan* for its Adolescent Recovery and Wellness Center (ARWC). The ARWC is a 36-bed residential facility to serve all GLITC Member Tribes and urban Indians. It will provide culturally relevant services and responsive residential substance abuse treatment for Native American youth, ages 13 – 17, who are suffering from Substance Use Disorder (SUD) and any co-occurring mental health conditions. Priority will be given to Native American youth, and the facility will be available to non-Native American youth as well.

Program Description

The ARWC Operational Expense Plan and Executive Staffing Plan is intended to facilitate and complete all necessary and required steps to refine the business plan, define the operational model, develop the governing structure, assess and determine staffing needs, review licensing requirements, and other tasks as needed to establish a residential facility for adolescents suffering from SUD and any co-occurring mental health conditions. The center will align with the organizational models and program options analyzed and presented in the GLITC Business Plan for a Regional Substance Abuse and Mental Health Treatment Facility dated July 2018. This youth treatment/wellness facility will specialize in the treatment of SUD and any co-occurring mental health conditions in a culturally centric way for Native Americans.

The ARWC will accept all forms of reimbursements including Indian Health Services (IHS) reimbursements; be fully certified or licensed, and accredited to provide all forms of FDA approved medications for OUD; and provide a full spectrum of coordinated, wrap-around behavioral health, substance abuse, and individual or family services necessary to support an individual's reintegration into home, personal, and community life.

The ARWC is a new approach to delivering effective treatment and recovery for youth with SUD and any co-occurring mental health conditions. For two decades, the opioid pandemic has been disproportionately affecting Native Americans. Even before the global COVID-19 pandemic, the rate of opioid drug overdose deaths for Native Americans has been above the national average. This is a stark reminder that since the beginning of the opioid pandemic, Native Americans have been 50% more likely to die from an opioid overdose than non-Native Americans. The healing practices taken will be to TREAT the PERSON not the DISEASE. Each person with a dependency on alcohol, drugs, and other substances has their own story, their own history, their own cultural identity, all of which needs to be considered for individualized treatment and to provide the most appropriate wrap-around recovery care services in their communities. At the center, youth will be provided the necessary tools, life skills, rehabilitation services, and cultural mentorship to strengthen their cultural identity, enabling them to lead healthy and productive lives.

Scope of Services

The ideal candidate will be able to bring the project from construction through the transitional phase to operational. Vendors shall provide a scope of services and project proposal in accordance with the information provided in this request. The proposal must include the following elements:

- Detailed work plan that identifies the major areas of work, including but not limited to:
 - Collaboration with design team and architect to develop this project from design through construction
 - Business Structure Development
 - Comprehensive Operational Plan, including an Expense Plan
 - Executive Staffing Oversight Development
 - Licensing, Regulatory and Accreditation Certification Plan
 - Program Protocol Development
 - Clinical Staffing Model Development
 - Policies and Procedures Manual
- An estimated proposed timeline for deliverables. Project timeframe is August 2024 through December 2025
- Detailed cost estimates
- Minimal travel will be required. Expenses will be reimbursed at the federal mileage rate contingent upon advance approval

Submittal Requirements

Responses to this RFP must include the following information:

- A cover letter/statement of interest indicating the firm's or individual's interest in the project and highlighting qualifications to perform this project.
- Statement of qualifications, including the following:
 - A demonstrated competence and work experience to develop a project of this type
 - Examples of such projects
 - Related experience with similar types of projects
 - Resumes and specific qualifications of key team members, including experience working with non-profit entities, Tribal Nations, and tribal communities
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates, and cost estimates.
- A minimum of three references relating to completed projects for the services being requested with full name, title, address, telephone number and email address.
- Responses must be limited to no more than 20 pages excluding specific project examples, references, resumes and covers. Font point size 11 point minimum.

Proprietary Proposal Material

Any proprietary information revealed in the proposal should be clearly identified as such.

Contract Negotiation

GLITC reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the contract. The contract will include

provisions for data security, data sovereignty, and confidentiality. All materials developed and all work products produced will be the property of and owned by GLITC.

Questions

Please direct any questions regarding this project to **Bryan Bainbridge** at bbainbridge@glitc.org