



Request for Qualifications

FOR

PROFESSIONAL SERVICES TO ASSIST WITH DEVELOPMENT OF AN
ADULT DAY HEALTHCARE PROGRAM

(PROJECT ID# ADHP2025)

FOR

The Absentee Shawnee Tribe of Oklahoma and
Its Affiliates and Subsidiaries

Response Submission Deadline:
Wednesday, March 19th, 2025



NOTICE is hereby given that THE ABSENTEE SHAWNEE TRIBE OF OKLAHOMA is seeking responses from qualified firms for the following:

PROJECT ID #: ADHP2025

DESCRIPTION: The Absentee Shawnee Tribe of Oklahoma is seeking Statements of Qualifications from experienced consulting firms to assist in developing an Adult Day Healthcare Program that offers wellness initiatives, structured activities, and fosters social engagement for the Tribe's senior population. The selected firm will be responsible for providing support services to achieve the objectives outlined in the work plan, which includes preparing comprehensive reports, addressing financial sustainability, identifying staffing solutions, and recommending program implementation strategies.

INVITATION: Interested firms are encouraged to submit their qualifications, demonstrating expertise in healthcare program development and implementation of effective strategies.

SUBMISSION: Statements of Qualifications in response to this request should include a detailed overview of your firm's capabilities, relevant experience, and approach to achieving the objectives outlined in the work plan provided within this RFQ.

All submissions must be received by email no later than 5:00 p.m. on Wednesday, March 19th, 2025.

Please email submissions to proposals@astribe.com with "#ADHP2025" in the subject line.

The Absentee Shawnee Tribe of Oklahoma reserves the right to reject any and all submissions.



1. Organizational Profile

The Absentee Shawnee Tribe of Oklahoma (AST) is a federally recognized Indian Tribe headquartered in Shawnee, Oklahoma. As a sovereign nation, the Tribe operates under its own constitution, which establishes the framework for self-governance and decision-making. The governing body, known as the Executive Committee (EC), is composed of five elected officials: the Governor, Lieutenant Governor, Secretary, Treasurer, and Representative. These officials are elected by Tribal Members through a referendum election and are entrusted with the responsibility of leading the Tribe, preserving its sovereignty, and upholding the welfare of its members.

The Absentee Shawnee Tribe is deeply committed to preserving and promoting its cultural heritage. Central to the Tribe's identity are four core components: language, clothing, agriculture, and ceremonies. Through traditional dances, sacred rites, and cultural events, the Tribe ensures that its customs and values are passed down to future generations. Of particular importance is the revitalization of the Shawnee language, which serves as a vital link to the Tribe's history, traditions, and cultural pride. Efforts to strengthen this connection include community language programs, educational initiatives, and cultural workshops aimed at fostering cultural continuity.

The Tribe's commitment to community well-being extends beyond cultural preservation. AST operates a diverse range of affiliates and subsidiaries to support the needs of its members and promote economic development. These operations encompass critical sectors such as Indian Health Care, Housing, and Gaming, as well as various other enterprises that contribute to the Tribe's economic sustainability and the provision of essential services. These endeavors reflect AST's holistic approach to community development, which seeks to enhance the quality of life for its members while maintaining fiscal responsibility and long-term viability.

2. Purpose

The Absentee Shawnee Tribe of Oklahoma is considering establishing an Adult Day Healthcare Program in Norman, Oklahoma, and conducting research and studies under the Tribal Management Grant to assess community needs, accessibility to care, and long-term program sustainability. The Tribe aims to provide an Adult Day Healthcare Program that enhances the mental, social, and physical health of the elderly Native American population, with a focus on AST elders.

Members of the Tribe reside primarily in Little Axe and Shawnee and limited surveys were conducted with Tribal Members yielding approximately 100 responses that expressed interest in Adult Day Healthcare services for themselves or family members. The implementation of this program aims to serve the Tribe's elders and enhance their quality of life through accessible care, enrichment, and social interactions.



The table below is an estimate of the current number of elders residing within surrounding counties.

AST Elders by County of Residence:	
County	AST Elders
Cleveland	258
Logan	02
Oklahoma	132
Pottawatomie	430
Lincoln	11

3. Work Plan

The work plan for the Adult Day Healthcare Program is separated into four phases to meet the Tribal Management Grant objectives. The objectives of the grant include Assessing Community Needs, Enhancing Service Accessibility, Developing Sustainable Programs, Creating Strategic Partnerships, and Empowering the Elderly Population.

Phase 1 has been completed and the selected firm will be responsible for assisting with various tasks to achieve the objectives of the grant. The detailed work plan and its objectives are summarized below.

Phase 2

- Analyze existing management structures and propose new structures to support additional programs.
- Develop implementation plans for services and care plans. Finalize location.
- Assess training needs and recruitment barriers for staffing.

Phase 3

- Conduct financial analysis of historical data.
- Analyze resource needs and potential sources of revenue.
- Create financial projections and prepare forecast reports.

Phase 4

- Compile findings into a comprehensive report.
- Assist with presentation preparation and production of supporting materials.
- Assist with the determination implementation or deferral of the project is appropriate based on findings.



4. Scope of Services

The Absentee Shawnee Tribe is seeking assistance from qualified firms in developing an Adult Day Healthcare Program through the following scopes of services to be completed by June 14th, 2025:

- **Community Assessments:** Conduct assessments to evaluate the need and capacity for the program in Pottawatomie, Cleveland, Logan, and Lincoln counties to enhance patient outcomes.
- **Community Engagement:** Identify events to promote awareness and engagement regarding the program.
- **Personnel Assessment:** Evaluate management and staff needs, determining the types and number of personnel required for effective operation.
- **Recruitment Barriers:** Conduct a survey to identify challenges in hiring staff and propose solutions.
- **Location Evaluation:** Assess potential program sites, including the Resource Center.
- **Financial Analysis:** Analyze financial trends, cost projections, and potential revenue streams to ensure program sustainability.
- **Final Reports:** Develop comprehensive reports summarizing assessments, surveys, and findings.
- **Management Recommendations:** Provide strategic recommendations for optimal program management and staffing.

The Tribe is particularly interested in firms with extensive experience in the following areas:

- **Implementation of Logic Models:** Defining program objectives, activities, outputs, and measurable outcomes to ensure the successful development and implementation of the Adult Day Healthcare Program.
- **Preparing Comprehensive Reports:** Compiling research findings into clear, well-structured reports that offer actionable insights, strategic recommendations, and data-driven conclusions to support informed decision-making.

The selected consultant firm will play a pivotal role in assisting the Tribe with the strategic implementation of the Adult Day Healthcare Program. Adequate assessments are vital for program success and sustainability. This project is a key component of the Tribe's long-term vision for community development and enhancing the well-being of its Tribal Members.

5. Point of Contact

If you have any questions or need additional information, please contact Rebecca Kennedy, the Procurement Director, by email at proposals@astribe.com with “#ADHP2025” in the subject line.

6. Notice of Intent

A Notice of Intent to submit qualifications is requested. Email the point of contact with notice of your intent to submit your firm's qualifications and include “#ADHP2025” in the



subject line of your email. You will receive an email response verifying that your notice of intent to submit your firm's qualifications was received.

7. Decline to Offer

A Notice of Decline to Offer is not required; however, the Tribe would appreciate receiving a declination notification from any firm that does not intend to submit qualifications in response to this request.

8. Requested Information

Firms should provide a Statement of Qualifications that demonstrates their understanding of the objectives, scope of services, tasks that must be performed in the course of supplying services, and the capability to supply services. Additionally, the submission should highlight relevant experience, expertise in healthcare program development, and healthcare program implementation.

In addition to the Statement of Qualifications, the information below must be included within the submission. Submissions should be labeled according to the outline provided below:

- I. Company Information
 - Location
 - Year Founded
 - Point of Contact
- II. Include names of the employees within your firm and the number of years of relevant experience in each of the specified areas in which your firm offers to provide consultation or services.
- III. 2024 W-9
- IV. Provide documentation if your business is 51% or more Indian Owned, Minority, Woman, or Veteran Owned.
- V. The proposed fee structure or pricing model
 - Any other expenses that are not included in the contract but may be incurred over the course of performing the scope of services
- VI. Proposed timeline or schedule to complete services by the grant end date
- VII. Certificate of Liability Insurance

9. Deliverables

The selected firm will be required to complete assessments and analyses no later than June 14th, 2025 to meet the objective of the grant work plan. The firm will prepare a comprehensive report that summarizes findings from assessments, identifies solutions, and implementation strategies.



10. Conditions

- I. Any expenses incurred in the preparation and submission of a response to this request shall be borne solely by the proposer.
- II. The firm shall not request any additional fees beyond those initially proposed.
- III. The Tribe reserves the right to withdraw this Request for Qualifications at any time prior to the execution of the contractual agreement.
- IV. The Tribe retains the right to reject any submissions.

11. Conclusion

Thank you for your interest in doing business with the Absentee Shawnee Tribe of Oklahoma. We greatly appreciate your consideration and are excited about the opportunity to collaborate with qualified firms who share our commitment to advancing the Tribe's goals. Your engagement is valued, and we look forward to reviewing your submission.