

Pyramid Lake Tribal Health Clinic  
705 Hwy 446  
P.O. Box 227  
Nixon, Nevada 89424  
(775) 574-1018

**2025 REQUEST FOR  
SERVICE PROPOSALS**

Contract for the following Qualified Mental Health Professionals:

**Psychologist**

**Marriage and Family Therapist**

**Clinic Professional Counselor**

**Clinical Social Worker**

**Clinical Alcohol and Drug Abuse Counselor**

# Request for Service Proposal for Qualified Mental Health Professionals

## A. Introduction

The Pyramid Lake Tribal Health Clinic (PLTHC) is requesting proposals for contracted services as a Qualified Mental Health Professional (QMHP) on-site and via Telemedicine when necessary. This proposal includes services for treatment and evaluations for adults and children with mental health and alcohol and substance use disorders. This proposal request will outline the scope of work and qualifications required to submit a proposal. Please read the time line carefully. All proposals must be received by the deadline of February 28, 2025.

## B. Location

Services will be provided primarily at the Pyramid Lake Tribal Health Clinic located at 705 Highway 446, Nixon, NV 89406.

## C. Management and contact information

This position will report to PLTHC Health Director. Please contact Dawna Brown, Health Director, with questions about the proposal submission: (775) 574-1018 or [dbrown@plpt.nsn.us](mailto:dbrown@plpt.nsn.us).

## D. Scope of Work

The PLTHC is seeking Licensed Qualified Mental Health Professionals (QMHP) to contract psychological, counseling, and therapeutic services for mental health and alcohol and substance use disorders for adults and/or children at the Pyramid Lake Tribal Health Clinic (PLTHC), 705 Hwy 446/P.O Box 227, Nixon, NV, 89424. Services shall be provided from March 1, 2025 to December 31, 2025.

The Contractor will be an experienced Psychologist, Marriage and Family Therapist, Clinical Professional Counselor, Clinical Social Worker, or Clinical Alcohol and Drug Abuse Counselor. The Contractor will have a current, active and unrestricted license to practice independently. The services provided shall include assessment and diagnosis, evaluations (alcohol and substance clinical counselor) testing, psychological evaluations (psychologist), crisis intervention, therapy, counseling, and case management services.

Other Duties and Responsibilities include:

1. Provide contact information for the Health Director and Manager of Behavioral Health which will include a valid email address and phone number where the contractor can be reached when not on-site to facilitate communication;

2. Provide only those services within the scope of their license, practice, and expertise;
3. Provide individual, family, and group therapy/counseling for children, adolescents and adults;
4. Ensure care coordination to recipients with higher intensity of needs;
5. Collect case history, conduct a comprehensive mental health assessment, diagnose a mental health disorder and document a current ICD diagnoses proficiently in the Electronic Health Record (EHR);
6. Work in a team setting for behavioral health integration with medical, chemical dependency, and other health related providers for the standard and continuity of care;
7. Participate in patient case management and staffing at least weekly and Child Protective Team meetings when necessary;
8. Have knowledge of and proficiency in recognized evidence-based and practiced-based therapies and modalities that have been researched to be effective with the Native American Indian culture;
9. Respond to requests for assessment and/or reports to outside agencies, such as tribal/county/city courts, schools, social services, and other agencies as requested.

#### **E. Minimal Requirements**

All proposals will be reviewed to determine whether the minimum qualifications and requirements are met as specified below. Failure to satisfy the following qualifications may result in disqualification:

1. Must hold one of the following educational degrees and licensure:
  - a) Doctorate degree in psychology and license;
  - b) Graduate degree in counseling/therapy and licensed as a clinical alcohol and drug abuse counselor, clinical professional counselor, or marriage and family therapist;
  - c) Graduate degree in social work and licensed as a clinical social worker;
2. The Contractor will have at least two years of experience as a QMHP in an outpatient and inpatient care facility;
3. The Contractor will have experience and knowledge of the cultural, social and economic backgrounds of the Native American population;
4. The Contractor will provide services on-site or via Telemedicine when necessary;
5. Negative TB Test within the last 12 months;
6. The Contractor will be current with COVID-19 Vaccination and booster;
7. The Contractor will pass a pre-employment alcohol and drug screen and pass a PL 101-630 Indian Child Protection and Family Violence Act background check;
8. The Contractor will maintain own professional malpractice insurance;
9. The Contractor must comply with all laws and regulations of the Pyramid Lake Tribal Health Clinic

**F. Timeline**

Deadline for Proposals: 02/28/2025  
Contract start date: 03/01/2025 – 12/31/25

**G. Contractor Requirements**

In accordance with procurement policies of the Pyramid Lake Paiute Tribe, this RFP is open to both Native American and Non-Native American firms, organizations, enterprises and individuals with provision for Indian Preference (CFR 25 U.S.C. 472). The following qualifications will be rated according to the value provided.

- a) Letter of Interest
- b) Resume or Curriculum Vitae
- c) Proof of Professional Liability Insurance
- d) Copy of active and unrestricted Nevada License
- e) 3 letters of reference
- f) Bid amount showing fee per hour and for 1 day of service

**H. Proposal submission requirements**

1. Educational Degree	10 percent
2. License to practice independently in Nevada: 2-5 years of clinical experience	10 percent
3. Proof of Liability Insurance	10 percent
4. Experience of mental health services and working with Native American governments and/or (rural) clinics	40 percent
5. Native American status	20 percent
6. Veterans Status	10 percent
7. Price per day for treatment and notes	50 percent

**I. Submission**

Please contact Dawna Brown, Health Clinic Director, for questions about the proposal submission at: (775) 574-1018 or [dbrown@plpt.nsn.us](mailto:dbrown@plpt.nsn.us)

Proposals must be clearly marked: Pyramid Lake Tribal Health Clinic  
Attn: RFP Submittal (indicate position)  
P.O. Box 227  
Nixon, NV 89424

**Sealed proposals will be received at the Pyramid Lake Tribal Health clinic until February 28, 2025.**