Tanana Chiefs Conference

Temporary Staffing Clinical Laboratory
Chief Andrew Isaac Health Center

REQUEST FOR PROPOSAL (RFP)

September 10, 2026

TABLE OF CONTENTS

Contents

I.	**Introduction**	**3**
II.	**Solicitation**	**3**
III.	**Scope of Work**	**3**
IV.	**Selection Criteria**	**4**
V.	**Selection Process**	**4**
VI.	**Management**	**5**
VII.	**Term of Contract**	**5**
VIII.	**Payment**	**5**
IX.	**Terms and Conditions**	**5**
X.	**Required Documents**	**12**

I. Introduction

Tanana Chiefs Conference (TCC), organized as Dena' Nena' Henash or "Our Land Speaks," is a sovereign tribal consortium with a board of directors consisting of 42 Tribal communities across Interior Alaska, representing 37 federally recognized tribes. TCC is an Alaska Native non-profit corporation that provides health and social services for the more than 18,000 Alaska Native people in the Interior Alaska region. TCC was formed in 1962, but its history dates back over 100 years, when tribal chiefs from throughout the region banded together to protect their Native land rights. TCC's main office is in Fairbanks, Alaska. TCC region covers 235,000 square miles of Interior Alaska, which is equal to about 37 percent of the entire state. The region is divided into six sub-regions: Yukon Koyukuk, Yukon Tanana, Lower Yukon, Upper Kuskokwim, Yukon Flats, and Upper Tanana.

II. Solicitation

Tanana Chiefs Conference (TCC) Laboratory is seeking proposals for Allied Health Temporary Staffing to fill positions at Chief Andrew Isaac Health Center in Fairbanks, AK.

Questions regarding this solicitation and/or proposal submissions shall be emailed to Andrea Forte, MS, MLS(ASCP)^{CM} at **andrea.forte@tananachiefs.org.**

Proposal Submission Deadline:
Proposals are required to be submitted no later than **December 15, 2026.**
Proposals received after the time announced will not be considered.

III. Scope of Work

The Contractor shall supply appropriately credentialed and experienced personnel, which may include:

- Medical Laboratory Scientists (MLS)
- Medical Laboratory Technicians (MLT)

All personnel must:

- Hold current, valid certifications/licensure applicable to their role (as required)
- Have documented clinical laboratory experience appropriate to assigned duties
- Meet all federal and state requirements for clinical laboratory practice
- Meet all federal requirements to pass a background check pursuant to Indian Child Protection and Family Violence Prevention Act.

Each bidder shall thoroughly examine this request for proposal and proposed

contract documents. The failure or neglect of a bidder to receive or examine any contract document or any part thereof shall in no way relieve it from any obligations with respect to its quote or to the service contract. No claim for additional compensation shall be allowed which is based upon a lack of knowledge of any contract document.

IV. Selection Criteria

- **Experience & Qualifications (60 points)**
  - **Demonstrated experience providing temporary clinical laboratory staffing in an outpatient setting. (20 points)**
  - **History of successful placement and staffing support in rural Alaska**
  - **Evidence of consistent fill rates and retention of assigned staff. (20 points)**
  - **Ability to provide fully credentialed MLS or MLT staff, with a depth of candidate pool and availability for expedited placement. (20 points)**
- **Cost (40 Points)**
  - **Hourly rates for different classifications, i.e. MLS or MLT**
  - **Clearly Detail other placement fees or other associated costs.**

Native Preference

Native preference will be applied to a vendor's total bid price for evaluation purposes only, in accordance with TCC policy and TCC Resolution 2026-25, as amended, as follows:

(a) In-Region Native Preference. A vendor qualifying for the in-region Native preference will receive a ten percent (10%) reduction in its total bid price for evaluation purposes only. To qualify for this preference, the vendor must be majority-owned (more than 50% ownership interest) by one or more TCC-region tribal members or by a TCC-region village corporation. The qualifying ownership interest must exceed 50% at the time the bid is submitted.

(b) Alaska Native Preference. A vendor qualifying for the Alaska Native preference but not qualifying for the in-region preference described in subsection (a), will receive a five percent (5%) reduction in its total bid price for evaluation purposes only. To qualify for this preference, the vendor must be majority-owned (more than 50% ownership interest) by one or more Alaska Native tribal members or by an Alaska Native village corporation. The qualifying ownership interest must exceed 50% at the time the bid is submitted.

V. Selection Process

Selection will be made through a competitive “weight of award bid process” based on the bid with the highest points awarded under the selection matrix above. TCC may

award contracts to multiple vendors.

TCC may make such reasonable investigations as deemed proper and necessary to determine the ability of the candidate to perform the work, and the candidate shall furnish to TCC all such information and data for this purpose as may be requested. TCC reserves the right to inspect the candidate's physical facilities regarding the candidate's capabilities. TCC further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such candidate fails to satisfy TCC that such candidate is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

By submitting their proposals, all candidates certify that: (1) their proposals are made without collusion or fraud; (2) they have not offered or received any kickbacks or inducements from any other candidate, supplier, manufacturer, or subcontractor in connection with their proposal; and (3) they have not conferred on any TCC employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present, or promised, unless consideration of substantially equal or greater value was exchanged.

Notification of Selection(s) will be issued and sent by **January 15, 2026.**

VI. Management

Andrea Forte, MS, MLS(ASCP)^{CM}, Laboratory Director, or designee, will manage this contract for TCC. If a party changes its contract manager, then the party will notify the other in writing of this change.

VII. Term of Contract

Subject to Section IX.6. Termination in the Terms and Conditions, the Services shall start upon receiving a fully signed agreement (approximately December 1, 2026) and shall end November 30, 2031.

VIII. Payment

Payment shall be made no later than thirty (30) days for undisputed services after TCC receives properly prepared invoice. A valid Tax Identification Number must be provided to TCC prior to any payment being made.

IX. Terms and Conditions

1. Waiver of Minor Informalities

TCC expressly reserves the right to waive minor informalities, negotiate changes or reject any and all quotes and to not award the proposed contract, if in its best interest. "Minor informalities" means matters of form rather than substance which are evident from the submittal or are insignificant matters that have negligible effect on price, quantity, quality, delivery or contractual conditions and can be waived or corrected without prejudice to the other Proposers.

2. Proposals

TCC retains the right to cancel this RFP at any time, or postpone the date and time for submitting proposals at any time prior to the proposal due date, if it is in TCC's best interest.

TCC reserves the right to accept or reject any and all proposals. Proposals must be signed (electronic signatures are acceptable) and dated in order to be valid. Proposals are to be valid for Ninety (90) days from proposal due date.

TCC will not pay any cost associated with the preparation, submittal, or presentation of any proposal.

3. Insurance and Indemnification by Contractor

Before starting performance of Services, Contractor will provide to TCC proof of the following insurance obtained and maintained through the term of the Contract through an insurance carrier(s) licensed in the State of Alaska:

- Commercial general liability insurance with limits of no less than $1,000,000 per occurrence and $2,000,000 in the aggregate;
- Automobile insurance with limits of no less than $1,000,000 combined single limit coverage; and
- Worker's Compensation insurance as required by the State of Alaska.

Contractor further agrees to defend, indemnify, and hold harmless TCC, its employees, directors, and agents from all claims, causes of action, damages, costs or liability resulting from the intentional or negligent acts or omissions of Contractor, its employees, agents or subcontractors, arising from the performance of Services under this Contract and causing damage to any person, entity or property. Contractor is responsible at all times for the conduct and safety of its employees, agents, or subcontractors. Contractor is also responsible for any harm caused to these individuals by Contractor or third parties.

4. Compliance

For the duration of this Contract, Contractor will comply with all applicable local, state, and federal regulations; comply with the requirements of this Contract; and work in a manner that is ethical and respectful. Contractor will also keep apprised of and comply with any changes to applicable local, state, or federal regulations as well as changes to this Contract as agreed upon by amendment.

5. Records and Retention

Contractor shall maintain accurate and reliable financial records regarding its provision of the Services and any relevant expenses, and shall make its books, documents, papers, records, and financial statements available to TCC or its auditors upon reasonable notice, as necessary for auditing, examinations, excerpts and transcriptions, copying, or other compliance activities. Contractor will also make these materials available to the Comptroller General of the United States and any federal or state grantor agency that contributed any portion of the Contract funding, as required by grant terms or law. Contractor agrees to maintain all financial records relating to this Contract for at least 3 (three) years from the date when final Contract payment is made by TCC to Contractor.

6. Termination

Either Party may terminate this Contract upon thirty (30) days prior written notice to the other Party. TCC may terminate this Contract immediately for a breach, non-performance, material non-compliance, or convenience. TCC may, at its option, provide Contractor with an opportunity to correct a breach or violation of this Contract in lieu of termination. Any such correction must occur within Thirty (30) days after TCC provides notice of the cause and its intent to terminate, unless TCC determines that additional time for correction is appropriate under the circumstances.

If TCC terminates this Contract because of breach, non-performance, or material non-compliance or Contractor terminates this Contract for a reason other than a breach by TCC, Contractor shall be liable to TCC for damages equal to the difference between the Contract price and cost to TCC to complete the work. If TCC terminates this Contract without cause, Contractor shall be paid for the percentage of total work under the Contract satisfactorily completed, less advances.

7. Privacy and Confidentiality

Contractor agrees and understands that all information relating to the business of TCC, including but not limited to the terms of this contract, proprietary or financial information, employee and personnel information, client information and protected

health information, that Contractor learns or has access to in the course of providing Services under this Contract, is confidential information belonging to TCC and not to Contractor. This includes information about the identity of any TCC client or their presence and activities at a TCC facility. Contractor shall keep all such information in strict confidence and must use reasonable technical and administrative protections to safeguard and protect the information against inadvertent use, access or disclosure, whether by its own employees or agents or by third parties. Except as necessary to carry out Services under this Contract, Contractor agrees not to divulge, disclose or communicate any information relating to the business of TCC learned or gained during the course of providing Services, directly or indirectly, to any person or entity, without the express written consent of TCC. If Contractor has any questions regarding matters of privacy or confidentiality, Contractor must contact the TCC Contract Manager prior to making any disclosures of information that Contractor suspects may be covered by this provision.

To the extent the Contractor receives, or has access to or control over protected health information, Contractor agrees to sign a separate Business Associate Agreement with TCC and to comply with all applicable privacy and security laws including the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations; the Health Information Technology for Economic and Clinical Health Act of 2009 and its implementing regulations; and if applicable, federal regulations on the Confidentiality of Substance Use Disorder Patient Records, 42 CFR Part 2.

8. Independent Contractor

The Parties agree and understand that in the performance of Services under this Agreement, the Contractor is an independent Contractor and not an employee of TCC. The Parties do not intend to create, nor shall this agreement be deemed or construed to create an employment relationship between the Parties. Contractor shall possess a valid, current Alaska business license and City of Fairbanks business license, as required by Alaska law, and such other permits, licenses, and insurance required to perform the Services and work required by this Contract. Contractor is solely responsible for all taxes, employee withholdings, workers' compensation insurance, and unemployment insurance necessary for or attributable to the Services being provided.

9. Prohibition on Subcontracting and Assignment

Contractor may not subcontract the Services or any part of the Services without the prior written consent of TCC. Neither Party may assign this Contract or its rights,

interests or obligations under this Contract without the prior written consent of the other Party.

10. Disclosure of Potential Conflicts of Interest

Before signing this contract, Contractor agrees to disclose to the TCC contract manager any relationship that may be a potential conflict of interest related to the performance of the Services. A potential conflict of interest includes, but is not limited to, Contractor having existing relationships or agreements with entities that may be averse to TCC, Contractor being related within the third degree of blood relationship to an employee of TCC, Contractor having an existing financial interest with TCC, or Contractor having an existing financial interest with any person involved in the signing of this contract. By signing this contract, Contractor represents and warrants that it has made all required disclosures to TCC. Any breach of this Section will be considered a material breach of this contract.

11. Contractor's Representations

Contractor represents and warrants that Contractor is qualified to perform the Scope of Services outlined in **Section III, Scope of Work**, and has obtained and shall maintain through the term of the Contract all professional licenses, business licenses, permits and certifications, or governmental approvals necessary for performance of the Services. Before providing Services under this Contract, Contractor shall provide TCC with copies of such licenses, permits, certifications, and approvals.

12. Debarment and Suspension Certification

Contractor certifies that neither it nor its principals are listed on the Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 and 12689, "Debarment and Suspension."

13. Native Hire

Contractor will provide employment preference for Native Americans in activities under this Contract under Public Law 93-638 and other applicable laws. Contractor shall list all job solicitations for work under this Contract with the TCC Human Resources Department. This provision shall not apply to Contractor's employees hired before the effective date of this Contract.

14. Equal Employment Opportunity

Subject to Section 13, Contractor will comply with Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

15. Anti-Lobbying Certification

This provision applies if the total amount of this Contract is greater than $100,000 and the Contract will be funded using Federal funds. Contractor agrees that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal Contract, grant, or any other award covered by 31 U.S.C. § 1352.

16. Clean Air Act and Federal Water Pollution Control Act Certification

This provision applies if the total amount of this Contract is greater than $150,000 and the Contract will be funded using Federal funds. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et seq.).

17. Severability

If any provision of this Contract is held invalid, then that provision shall be interpreted to the fullest extent possible so as to be valid and effective, and the remaining provisions of this Contract shall continue in full force and effect.

18. Complete Contract

This Contract, together with any written amendments, attachments, or other documents expressly referenced, comprises the complete agreement between the Parties and supersedes any prior understandings, Contracts or representations by or between the Parties. The Parties acknowledge that they have had ample opportunity to review the terms of this Contract and consult with legal counsel if so desired.

19. Counterparts

This Contract may be executed in one or more counterparts, any one of which need not contain the signatures of more than one Party, but all such counterparts taken together will constitute one and the same instrument.

20. Dispute Resolution

The Parties agree to enter into good faith negotiations to resolve any disputes that arise out of or relate to this Agreement as a condition predicate to litigation. If negotiations do not resolve the dispute, the Parties may agree to participate in non-binding mediation before a neutral mediator selected by the Parties or, if the Parties cannot agree on a mediator, selected in accordance with the applicable rules of the American Arbitration Association.

21. Governing Law and Forum

The law of the State of Alaska, without regard to conflicts of laws principles, governs the construction, validity, and interpretation of this Contract. Any claim under this Contract shall be filed in the United States District Court for the District of Alaska if it has jurisdiction, or otherwise in the State of Alaska courts, Fourth Judicial District at Fairbanks. Nothing in this Contract may be construed to limit or in any way prejudice either Parties' protections under the law, including the Federal Tort Claims Act and other protections, privileges, or immunities applicable to either Party.

22. Headings

Headings in this contract are used for reading convenience only.

23. Amendment and Waiver

This Contract may not be amended or waived except by a writing signed by both Parties. A Party's non-enforcement of any provision of this Agreement shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or the remainder of this Agreement.

24. Notices

Any notice given under this Agreement shall be given by mail in writing to the addresses shown in this Agreement, which may be changed by giving notice of the change to the other Party via electronic means if receipt is acknowledged by the other Party.

X. Required Documents

The following documents are required to be considered responsive.

- Signed proposal
- Cost Proposal

Upon selection, the following documents will be required.

- W-9
- Current Business License
- Current Certificate of Insurance meeting or exceeding requirements