



# Fallon Paiute-Shoshone Tribe

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## Request for Proposals – Tribal Safety Officer

**Proposal Submission Deadline: 12:00 Noon on August 13, 2020**

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### Introduction

The Fallon Paiute-Shoshone Tribe (FPST) seeks proposals from qualified individuals to act as an independent contractor to develop, implement, evaluate the Tribal facilities to assure that all Tribal Programs (excluding the Health Center which has its own Safety Officer) are in compliance with applicable Federal and Tribal health and safety requirements, including the Occupational Safety and Health Act of 1970 (OSHA), and ensure all projects, services, and Tribal Programs are in compliance with all applicable local, state, and federal health and safety guidelines and procedures and/or working with applicable programs/department to achieve compliance.

The Contractor will also ensure all employees are following the health and safety guidelines and measures for COVID-19 and provide training and recommendations for health and safety improvements related to COVID-19. The Contractor shall ensure applicable Tribal Programs are taking all necessary, required, and appropriate health protection measures related to COVID-19 to protect its staff and visitors. The contract will end December 30, 2020. This contract will be funded through federal COVID-19 CARES Act funding and must comply with all federal requirements.

### Contractor's Scope of work

- Responsible for creating, revising and/or managing a safe occupational program to protect personnel, visitors and property from harm or damage and unsafe and unhealthy working conditions, including those related to COVID-19.
- Inspect worksites and review working conditions to ensure cleaning and sanitizing measures are in place for employees and visitors.
- Plan and provide training and education for employees on COVID-19 health protective practices and measures.
- Maintain and ensure compliance with health and safety regulations during all construction renovations/projects.
- Conduct building and safety inspections to ensure they are up to health and safety standards.
- Develop and implement health and safety programs.
- Implement preventative measures to ensure unsafe processes are not repeated.
- Identify imminent health and safety hazards and advise the Tribal Administrator or Tribal Chairman on appropriate preventative actions.
- Provide written reports on safety issues.
- Adhere to a strict manner of confidentiality.



- Must work during the Fallon Paiute-Shoshone Tribe's working hours.
- Will also receive direction from the Tribal Administrator and/or Tribal Chairman.

### Qualifications

The Tribal Safety Officer may be an Indian or non-Indian, and a resident or non-resident of the Colony and Reservation.

- A two (2) year degree and diploma from a construction trade school or vocational institution or five (5) years' experience in the construction field; or two (2) years supervisory experience in the construction field or in similar duties; or
- Bachelor's degree in business administration, public administration, engineering, construction, occupational safety and health, or related field or 2 years of previous experience in comprehensive workplace safety and compliance programs.
- Ability to conduct building inspections
- Up to date on latest local and state regulations and guideline changes
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Ability to physically stand, bend, squat, and walk throughout the workday
- Knowledge of state and local statutes and ordinances on fire safety and prevention, loss control, hazardous chemicals, building, electrical, noise pollution, OSHA requirements and the environment
- Must have a valid Driver's License

### Submission of Application

Interested applicants should submit a letter of interest and proposal addressing their experience and qualifications, including hours of availability, along with a current resume and the names of at least three professional references to:

Mailed/Hand-delivered:     Melanie McFalls, Acting Tribal Administrator  
Fallon Paiute-Shoshone Tribe  
565 Rio Vista Drive  
Fallon, NV 89406  
Faxed:                             (775) 423-5202 ATTN: Melanie McFalls  
Emailed:                         [TribalAdministrator@fpst.org](mailto:TribalAdministrator@fpst.org)

### Inquiries

Inquiries pertaining to this RFP must be directed to Melanie McFalls, Acting Tribal Administrator at her office (775) 423-6075, ext. 231 or via email, [TribalAdministrator@fpst.org](mailto:TribalAdministrator@fpst.org)

### Reservation of Rights

The Tribe reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Tribe.



### Late Proposals

The Tribe will not be responsible for late mail deliveries and no proposal will be accepted if received after the date and time stipulated above. At the Tribe's discretion, late proposals may be returned unopened, if the respondent's return address is displayed.