**CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.**

**REQUEST FOR PROPOSALS (RFP):**

SEEKING A CONTRACTOR TO PROVIDE GRAPHIC DESIGN SERVICES OF CULTURALLY APPROPRIATE PUBLIC HEALTH TOOLKIT.

PROPOSALS WILL BE RECEIVED UNTIL

THE CLOSE OF BUSINESS, **May 27, 2016**

AT THE OFFICES OF:

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

4400 AUBURN BLVD, SECOND FLOOR,

SACRAMENTO, CA 95841

RFP Should be sent to the attention of:

Ms. Vanesscia Cresci

California Rural Indian Health Board, Inc.

Research and Public Health Department Director

(916) 929-9761 ext. 1500

vanesscia.cresci@crihb.org

CRIHB reserves the right to reject any and/or all proposals received.

**RFP**:

SEEKING A CONTRACTOR TO PROVIDE GRAPHIC DESIGN SERVICES OF CULTURALLY APPROPRIATE PUBLIC HEALTH TOOLKIT.

**GENERAL INFORMATION**

Request for clarifications/questions/answers shall be delivered to CRIHB at least three (3) calendar days prior to the closing date for receipt of proposals. CRIHB will respond to requests within 24-hours by email.

**Background**

The California Rural Indian Health Board, Inc. (CRIHB) was founded and incorporated in 1969 by a consortium of nine California Indian Tribes to advocate for the return of federal health care services to the American Indian population of California. CRIHB is currently sanctioned by 33 tribes to operate under the Indian Self-Determination Act (P.L. 93-638 seq.) as a Tribal Organization for the purpose of contracting with the Indian Health Service for the provision of Headquarters and Area Office Functions. Thirty-three tribes authorize the CRIHB/Indian Health Service to contract for comprehensive health care services. Additional information about CRIHB can be obtained on the organization website at the following address: <http://www.crihb.org>

**SCOPE OF WORK**

The contractor will provide graphic design and layout services for a Cross Jurisdictional Sharing (CJS) Arrangements between Tribes and Counties for Emergency Preparedness Readiness research project. This is a Robert Wood Johnson Foundation (RWJF) funded Public Health Services and Systems Research Project. It examines the cross-jurisdictional sharing between tribal and county governments in California in emergency preparedness capacity building and response. The project includes the development of a toolkit to guide tribes and counties through a CJS framework to develop a model of engagement.

The contractor’s scope of work is set forth below. The graphic art/design must reflect American Indian culture of California and work directly with staff as needed or requested. CRIHB’s Research and Public Health Director and California Tribal Epidemiology Center Director will provide management oversight of the scope of work.

**Deliverable:** Create graphic design and layout for the approximately 30-page CJS toolkit by January 1, 2017. By November 30, 2016, CRIHB staff will draft content for documents to be included in the toolkit. The contractor will add graphic design artwork to the toolkit, design document layout, and incorporate any clickable links.

Please note: All work performed and any and all materials produced under the terms of any engagement resulting from an agreement between respondent and CRIHB will become the sole property and copyright of CRIHB with no additional fees payable at any time or for any purpose now or in perpetuity. The contractor shall provide the products created to CRIHB in the format created (e.g., InDesign). JPG, GIF, and PDF versions of the product will not be accepted.

**Reporting**

Contractor must immediately report any issues with the project that could jeopardize completion. Please note that there may be information required by the federal funding agency and both contractor and CRIHB must collaborate with federal technical assistance provider in the course of developing the product, including on information necessary for completion of the toolkit.

**Communication between CRIHB and the Contractor**

Contractor will work closely with CRIHB to ensure that the design and format layout meet CRIHB project standards.

The contractor shall attend regular CRIHB meetings as scheduled with attendance being by email, in person or upon request of the Research and Public Health Director or California Tribal Epidemiology Center Director.

**Recordkeeping and Inspection Rights**

The contractor shall agree to make all of its documentation and records, pertaining to the services furnished under the terms of the Consultant Agreement, available for inspection, examination or copying by CRIHB and RWJF.

At the conclusion of the agreement, provide to CRIHB a copy of all records maintained on CRIHB’s behalf. Obtain CRIHB’s written approval prior to the destruction of any records related to CRIHB business.

**PROPOSAL CONTENT, FORMAT AND GUIDELINES**

The proposal should include a cover letter, summary of qualifications, and references.

**Cover Letter**

Submit a one (1) page cover letter addressing the proposal. The letter should be signed by the consultant or agency official, and shall include the name, address, phone number and e-mail address of the person(s) to contact.

**Qualifications**

CRIHB uses a qualifications-based selection process in obtaining services. In order for the CRIHB to properly evaluate the Proponents’ qualifications to perform this work, the Proponent will submit no more than a five (5) page proposal that includes, as a minimum, the following information:

1. Evidence of the Proponent’s ability to be responsive to this project in regard to expertise and experience.
2. The Proponent’s description of experience and skills relative to the Scope of Work and ability to demonstrate their expertise. Evaluation of proposals will be based on qualifications, the experience of consultant, and thoroughness of the proponent’s response to the Scope of Work.
3. The target population of the programs are Tribal Health Programs, Tribes and Urban Indian health organizations; please indicate to what extent the Proponent has worked with Tribal Health Programs or Urban Indian health organizations.

**References**

Please list three business referencesthat could speak to your experience and background:

* Contact Person
* Address
* Telephone Number

**PROPOSAL EVALUATION PROCEDURE AND CRITERIA**

The Evaluation Panel will consist of CRIHB staff. The Panel will review all of the proposals.

The highest-rated proposal(s) will be selected. To that end, the Panel will evaluate the proposals based on, but not limited to, the following criteria:

1. Proponent’s qualifications;
2. Proponent’s ability to provide all services as outlined in the Scope of Work;
3. Related experience;
4. Price of bid for scope of work;
5. Any other criteria as may be defined by CRIHB.

**CONTRACT TERMS**

**Payment/Period of Performance**

Payment will be made within thirty (30) days after invoices are received, accepted, and approved by CRIHB’s finance department. Reimbursement will be contingent upon availability of funds, receipt of signed contract, current W-9 form, and a detailed invoice that indicates # of hours per product, hourly rate, and total cost. The proposed agreement will be for a period to begin **June 6, 2016,** and will terminate when the project is deemed complete by the Research and Public Health Director. Any contract which results from this Request shall not exceed **$6,500**. Compensation amounts shall include any and all travel related expenses.

**Auditing of Charges and Services**

CRIHB reserves the right to periodically audit all charges and services made by the successful proponent to CRIHB for services provided under the contract. Upon request, the proponent agrees to furnish CRIHB with necessary information and assistance to perform the auditing as may be deemed necessary by CRIHB.

**Confidentiality**

If proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the proponent must so specify by, at a minimum, stamping in bold red letters the term **"CONFIDENTIAL"** on that part of the proposal which the proponent believes to be protected from disclosure. The proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. CRIHB will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. **The proponent is hereby given notice that CRIHB may consider all or parts of the offer public information under applicable law even though marked CONFIDENTIAL.**