



CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.  
4400 Auburn Blvd, 2<sup>nd</sup> Floor, Sacramento, CA 95841\*(916) 929-9761\*Fax (916) 929-2358

## **REQUEST FOR PROPOSAL NOTICE**

Proposals are due by **Friday September 23, 2016 at 5:00 PM**

**Description:** The California Rural Indian Health Board, Inc. (CRIHB) is issuing a Request for Proposals (RFP) for qualified proposers to provide effective in person supervisor, manager and leadership training for CRIHB management.

**Term of Contract** The proposed contract term is November/December 2016- June 2017.

**Payments** CRIHB will review each bidders stated rates in light of local industry standards. Travel will be reimbursed at General Services Administration (GSA) per diem rates. Multiple contracts may be result from this solicitation.

The selected contractor will work closely with the CRIHB CEO, COO and HR team to provide specifically focused modular half-day or full day trainings. Trainings will include the following building blocks but not limited to:

1. A manager's role, including new or first time manager.
2. Leading by example, including behavior modeling.
3. Delegation, including time management, prioritization and check-ins.
4. Communicating for results, including how to have a difficult conversation.
5. Coaching Employees, including how to motivate others.
6. Change Management.
7. Team work and team building.
8. Leadership, including what makes a good leader.
9. Emerging leaders.

**Place of Performance:** CRIHB Central in Sacramento/Sacramento County

**Minimum qualifications:**

The contractor must have knowledge and expertise in superior, manager and leadership training in all levels of management. The contractor will have a proven track record in providing detailed trainings to a management group of 15-20 individuals who support and organization of 100 staff members. Experience in utilizing the most current training techniques and information. Contract will require some overnight travel.

**Proposal Content** Please submit the following information:

- *Scope of Work*
- *Proposed pricing*
- *List of three (3) references*

**Please submit proposal to:**

Matthew Waggoner, Human Resources Director  
California Rural Indian Health Board  
4400 Auburn Blvd., 2<sup>nd</sup> Fl  
Sacramento, CA 95841  
[Matthew.waggoner@crihb.org](mailto:Matthew.waggoner@crihb.org)

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