



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

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REQUEST FOR PROPOSAL (RFP) – Youth & Family Program Evaluator

The Tule River Indian Health Center, Inc. (TRIHCI) invites you to submit a proposal for Youth & Family Program Evaluator assignment to comply with the grant requirement through SAMHSA. We anticipate a 12-month engagement (depending on performance) with option to renew.

Additional information about our organization and scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to anand.dhakal@crihb.org using the subject line: “Youth & Family Program Evaluator”

RFP”. Responses will be returned within 48 business hours.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to anand.dhakal@crihb.org by 5:00pm on August 22, 2022.

Proposers will be contacted to schedule interviews on August 23. Selected bidder will be notified in writing by email immediately on August 23rd.

Send Proposals To: Anand Dhakal, CFO
Tule River Indian Health Center,
Anand.dhakal@crihb.org
Subject Line: Youth & Family Program Evaluator

Due Date & Time: 5:00pm on August 22, 2022

Contact Information: Anand Dhakal, CFO
Tule River Indian Health Center, Inc.

SECTION I. Organizational Overview

A. Program History & Philosophy

Tule River Indian Health Center, Inc. is a 501(c)(3) non-profit organization founded in 1973 and dedicated to meeting the healthcare and health education needs of Native American Communities in Tulare County. Tule River Indian Health Center, Inc. is governed by a Board of Directors comprised of local Tribal members from the Tule River Indian Reservation.

B. Mission

To improve the health status and quality of life of those we serve.

C. Vision

Healthier Native American Families and Communities.

D. Governance

TRIHCI is governed by a nine-member Health Board comprised of seven regular Board Members of the Board of Directors and two alternate Board Members. The alternates shall serve in the absence of regular Board Members. The term of office for each Board Member is three years, except individuals appointed to fill a vacancy on the Board of Directors shall serve only for the remainder of that term. Board Members elected as alternates will serve a term of one year.

The Board of Directors holds the power to take all actions necessary for, and incidental to, carrying on the purposes of this corporation. These powers include, but are not limited to the power to appoint, hire, terminate and govern personnel as provided in the Personnel Policies of Tule River Indian Health Center, Inc.; to own, buy, sell, lease, or hold in any other manner real or personal property; to receive, hold, expend and invest funds donated or appropriated by any private person, corporation, public agency, foundation, or other entity; and to do any act in the manner in which the Board of Directors in its discretion deems proper and consistent with the purposes of the corporation and which is not inconsistent with the California non-profit corporation laws under which the corporation is organized.

SECTION II. Project Description

E. Scope of Services:

The awardee of this proposal is hereby engaged to perform the following consulting services for the Youth and Family TREE Grant Program during the term of this Agreement:

- a. Work with TRIHCI staff to collect, record, manage, track, and the data associated with program evaluation.
- b. Select and design additional evaluation data collection instruments including key informant interviews, focus groups, actual use counts, and surveys.
- c. Conduct a literature review on relevant evaluation topics.
- d. Use evaluation findings to assess achievement of project goals, identify needed program adjustments, and prepare required data summaries and reports.
- e. Submit data directly to SAMHSA via the SPARS system and complete annual evaluation reports.
- f. Disseminate evaluation findings to a wide variety of audiences including the TRIHCI Board of Directors, Tribal leadership, community members, and local and regional partners.
- g. Provide written reports on evaluation findings to TRIHCI staff, as requested.
- h. Provide TRIHCI staff with evaluation-related support, training, and technical assistance.

- i. Participate in regular site-visits to TRIHCI, as mutually agreed upon between the Consultant and TRIHCI.
- j. Attend trainings, workshops, and SAMHSA conferences as needed/appropriate.

Perform additional duties as mutually agreed upon by the Consultant and TRIHCI following a written request from TRIHCI staff Perform additional duties as mutually agreed upon by the Consultant and TRIHCI following a written request from TRIHCI staff.

SECTION III. Proposals

A. General Information

Please include a cover sheet with the following information:

- o Name of contractor/firm
- o Contact Person
- o Title
- o Mailing Address
- o Telephone Number
- o E-mail
- o Website

B. Organizational Overview & Qualifications

Please provide the following descriptions:

- o Describe the firm, professional history & scope of practice
- o Provide biographies of proposed team with resumes attached.
- o Explain how firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope.
- o Provide details on staff turnover in past three years, and commitment to continuity.

C. Proposed Work Plan & Timeline

Please provide the following descriptions:

- o Proposal to fulfill the Scope of Work and Deliverables noted above.
- o Outline of key steps and persons responsible, level of effort and supervision required.
- o Your preferences and expectations when working with clients.
- o Please describe your availability to be present in our Porterville Clinic as needed.

D. Project Management & Fees

Please provide the following:

- o Process for managing project, including communications with the TRIHCI
- o Measures & reports to be used to keep project on track & demonstrate fulfillment of expected deliverables
- o Proposed budget necessary to fulfill Scope of Work & Deliverables
- o Budget narrative, justification & methods of calculation, as well as hourly rates for the firm's employees should additional services be requested outside of the scope of this proposal

E. References

Please provide the following references:

- o List of non-profit clients (name only) for whom contractor/firm have provided similar contracted accounting services
- o Contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the contractor has provided similar management consulting service

Section IV. Additional Terms

A. Reservation of Rights

During the evaluation process, the TRIHCI reserves the right to request additional information or clarifications from proposers. The costs of developing proposals are entirely the responsibility of the vendor and shall not be

charged in any manner to the TRIHCI.

B. Applicant Rights

Please note that all materials submitted in response to this RFP become the property of TRIHCI upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between TRIHCI and the contracted vendor. Each applicant agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential and proprietary and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant.