



Request for Proposal Suquamish Tribe Community Needs Assessment

INTRODUCTION

The Suquamish Tribe desires to conduct a reservation-wide needs assessment of the Port Madison Indian Reservation. We are seeking a proposal to conduct and write the needs assessment.

Our goal is to create a report that is useful for prioritizing and planning services offered by the Suquamish Tribe to improve the quality of life on the Port Madison Indian Reservation and for identifying future areas for research.

Deliverables include:

- An analysis of existing data and current research information to be compiled into a comprehensive report including comparison of data with other Tribes, County, and/or State data
- An Executive Summary report outlining the issues and priorities identified for the Suquamish Tribe that can be distributed to key stakeholders and decision makers
- A one-page overview that can be distributed for education purposes

BACKGROUND

The Suquamish Tribe is located on the Port Madison Indian Reservation in Suquamish, Washington, a short drive and 30-minute ferry ride across the Puget Sound from downtown Seattle. The reservation is a mere 12 square miles, but our service population is 3,299 Native Americans, which includes not only our Tribe but also the Port Gamble S'Klallam Tribe and other Native Americans in Kitsap County. The Suquamish Tribe's current enrollment is over 1,000, with nearly 350 living within the reservation boundaries. We are governed by an elected seven member Tribal Council, who oversees the Tribal Government through an Executive Director. The Tribe operates an array of social, educational, recreational, cultural, and economic development programs through 12 distinct departments.

SCOPE OF WORK

The Tribe has identified broad categories that we want to address with individual indicators in each area. The broad categories are:

- Needs for Services (i.e. housing, public safety, health services, ICW, emergency needs, etc)
- Behavioral Risk Factors (i.e. smoking, physical activity, substance abuse)
- Social Determinants of Health (i.e. poverty, education, childcare)
- Demographics
- Trends based on previous data

PROPOSAL

Please submit an electronic proposal to Kristy Tomaszewski by February 28th at ktomaszewski@suquamish.nsn.us or at the mailing address below. No proposals will be accepted after the February 28th deadline. Your proposal should contain:

- Prior experience with needs assessments including with Native American Tribes and organizations
- Sample of previous work
- Methodology – how will you accomplish this task?
- Proposed data collection and analysis methods
- Timeline to meet targeted goals
- Scope of Work
- Communication process with Needs Assessment Committee
- Anticipated challenges and how to address them
- Itemized budget with budget narrative

The proposals will be reviewed by the Suquamish Needs Assessment Committee. Submission of a proposal does not guarantee an award contract. Once an individual/firm is selected, the Suquamish Tribe will issue a contract.

The decision of the Committee is final and cannot be appealed. Applicants may present evidentiary statements to the Committee with respect to the recommendation or may appeal for re-consideration if it can be demonstrated that a procedural error occurred within the RFP process.

The Needs Assessment Committee requests that the consultant participate in monthly meetings to report on progress and solicit feedback on the project.

TIMELINE

RFP Release Date: February 8, 2011

RFP Submission Deadline: February 28, 2011

Award of Contract: March 15, 2011

Draft of Assessment: July 31, 2011

Final Report Due: October 1, 2011

Electronic Proposals may be submitted to:

Kristy Tomaszewski
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