

**Request For Proposal:** Quinault Indian Nation Community Assessment Report

**Project:** The Quinault Indian Nation Community Assessment Report

The Quinault Indian Nation Community Assessment Report is conducted every five years and will provide detailed information that will assist programs in responding to the needs of the children, families, and the community. The Community Assessment will paint a picture of the community and will describe the diverse needs of the populations who may receive services.

The Quinault Indian Nation Community Assessment Report should be visually appealing, reader-friendly, and professional. The intended audience is Tribal officials, federal officials, grant partners, community partners, QIN staff, and community members.

The Community Assessment report should include all requirements as outlined in the Head Start Program Performance Standards and Head Start Act (attachment labeled HSPPS\_HSACT). The Community Assessment should also include all requirements as outlined in the Quinault Indian Nation Community Assessment Triggers for Data Collection (attachment labeled Quinault Indian Nation Community Assessment Triggers for Data Collection\_Attachment 2).

Quinault Indian Nation Community Assessment Team will review the report prior to accepting it as complete as determined by the Community Assessment Report Checklist (attachment labelled Community Assessment Checklist). The Quinault Indian Nation Community Assessment must be fully complete for review by the QIN Community Assessment Team by Friday July 7, 2023, by the close of business day. Edits or questions regarding the information will be submitted to the contractor for review or amendment if necessary for a final report deadline of Friday July 14, 2023.

The contracted vendor shall provide the required Statement of Qualifications as outlined below. The deadline for Statement of Qualifications is Wednesday June 8, 2022.

**The Quinault Indian Nation Community Assessment Report must include at minimum:**

- I. Executive Summary**
  - a. 1-2 pages that highlights methods of data collection and analysis, major findings, and recommendations.
- II. Table of Contents**
  - a. 1 page that identifies the sections of the report and corresponding page numbers.
- III. Overview of the Quinault Reservation**
  - a. 3-5 pages that summarizes the program history, location of the sites, staffing patterns, and other general information. A map should be included to show the service and recruitment areas as well as program locations.
- IV. Methodology**
  - a. 2-3 pages that describes the planning process, data collection methods, and data analysis.
- V. Service Area Data**
  - a. 8-10 pages that details basic geographic, economic, and demographic features, including required data on the number of Head Start, Early Head Start, and CCDF eligible children and expectant mothers, children experiencing homelessness, children in foster care, and children with disabilities.

- i. Details of the number of early learning children, elementary children, and teenagers in each household in each service area.
- VI. Identified Needs**
  - a. 10-12 pages that discusses the education, health, nutrition, and social service needs of Head Start/Early Head Start/CCDF eligible children and their families, including prevalent social or economic factors that impact their well-being.
- VII. Community Resources and Strengths**
  - a. 8-14 pages that includes the required information on other child development programs, resources available in the community, and community strengths. Addresses issues of availability and access to resources for families.
- VIII. Observations and Recommendations**
  - a. 5-7 pages that uses the findings in the community assessment to make recommendations about the Early Learning Programs of Head Start, Early Head Start, and CCDF Licensed Childcare.
    - i. Head Start/Early Head Start 5-Year Goals should be included in this section.
    - ii. CCDF Quality recommendations should be included in this section.
- IX. Appendices**
  - a. Number of pages as needed. Includes surveys, interview questions, other documents, and supplemental data.

**Statement of Qualification Requirements:**

**1. Executive Summary (max. 1 page)**

Please provide a summary of your experience in conducting and preparing Community Assessment Reports as part of the ACF Head Start Grant requirement. *The contractor we are seeking must have at least 5 years' experience conducting Community Assessments as part of the Head Start Grant requirement.*

**2. Cost Summary (max. 1 page)**

A detailed cost summary for your services, which would include a flat rate for each day of service worked on the project, and an estimate of costs of travel for mileage and per diem to support room and board and meals.

**3. Resume or Experience**

Include your resume or list your experience preparing Community Assessment reports, and include education and all relevant experience.

**4. Minimum of three professional references**

**5. Project Schedule**

Please include a detailed timeline which includes the activities planned, review submissions, the final report review on Friday July 7, 2023, and the final report deadline of July 14, 2023.

## **Selection Process**

The QIN Community Assessment Committee members will evaluate all responsive RFP submitters and rank them based on experience, qualifications and criteria listed above. The Committee may conduct interviews during the selection process. The selected individual is expected to be notified by Monday June 13, 2022.

## **Requirements for the Selected Contractor**

- Selected applicants will be required to pass a background check.
- Contractor will obtain a Quinault Indian Nation business license.
- Contractor must submit a Certification Regarding Debarment within 10 days of signing contract. This Certificate must be renewed annually.
- Contractor must submit a Form W-9 within 10 days of signing contract.

## **Terms and Conditions**

Questions regarding this RFP or the submittal process should be directed to Kendall Peterson at [kendall.peterson@quinault.org](mailto:kendall.peterson@quinault.org). All responses will be provided via email.

Indian Preference applies to all contract procurement with the QIN. The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97. Indian Contractors must provide certification from the Tribal Employment Rights Office in order to be considered eligible for Indian Preference.

QIN reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate QIN to pay any cost incurred by respondents in the preparation and submission of the statement of qualifications. All such cost shall be borne solely by each submitter. Furthermore, the RFQ does not obligate QIN to enter into a contract or proceed with the procurement of the project or any services.

The contract resulting from acceptance of a proposal by the Nation shall be in a form supplied or approved by the Nation, and shall reflect the specifications in this RFQ. The negotiation and execution of such Contract will be deemed by the parties to have occurred within the Quinault Indian Reservation and any interpretation shall be in accordance with the laws of the Quinault Indian Nation. A copy of the contract will be available for review. The Nation reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ, and which is not approved by the Office of Attorney General.

**Bids may be submitted in person to Contract Officer, Ryan Allen, or emailed to [bids@quinault.org](mailto:bids@quinault.org), or mailed to Quinault Indian Nation: Attn. Ryan Allen, PO Box 70, Taholah, WA 98587.**