



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

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**REQUEST FOR PROPOSAL (RFP) – PUBLIC HEALTH STRATEGIC PLANNING RETREAT**  
**PUBLISHED DATE: 11-8-2022**

The Tule River Indian Health Center, Inc. (TRIHCI) invites you to submit a proposal for a public health (PH) department strategic planning retreat. We anticipate a 6-month engagement from initial conversations to a final report.

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 [eric.coles@crihb.org](mailto:eric.coles@crihb.org) using the subject line: “PHD Strategic Planning Retreat RFP”. Responses will be returned within 48 business hours.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to [eric.coles@crihb.org](mailto:eric.coles@crihb.org) between November 8, 2022 at 9:00am and November 15, 2022 at 5:00pm.

Proposers will be contacted to schedule interviews by November 21, 2022.

**Send Proposals To:** Dr. Eric Coles, Tribal Public Health Officer  
Tule River Indian Health Center, Inc  
[eric.coles@crihb.org](mailto:eric.coles@crihb.org)  
**Subject Line: PHD Strategic Planning Retreat RFP**

**Due Date & Time:** Tuesday, November 15, 2022 at 5:00pm

**Contact Information:** Dr. Eric Coles, Tribal Public Health Officer  
Tule River Indian Health Center, Inc.  
380 N. Reservation Rd  
Porterville, CA 93257  
(559) 784-2316

## **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 Work**

The firm selected will be responsible for providing the following services for a period of one year with an option to extend the contract.

- a. Design a multi-day strategic planning retreat to plan for the establishment of a permanent public health department on the Tule River Indian Reservation.
- b. Provide a documentation in the form of a report or notes of the Retreat to TRIHCI staff.
- c. Meet regularly before the retreat to ensure planning meets the needs of TRIHCI.
- d. Facilitate sessions during the retreat and provide expert opinion and insights into Tribal public health departments.

## **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

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 Outline of retreat with key communication pieces both before and afterwards.

D. Project Management & Fees

Please provide the following:

- o Process for managing project, including communications with TRIHCI staff.
- 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

E. References

If directly requested, please provide the following:

- o List of non-profit clients (name only) for whom contractor/firm have provided similar contracted accounting services

#### **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.