



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)
PO BOX 768 • PORTERVILLE, CALIFORNIA 93258
PHONE: (559) 784-2316 • FAX: (559) 781-6514

REQUEST FOR PROPOSAL (RFP): PART-TIME REGISTERED DIETICIAN

PUBLISHED DATE: July 24, 2025

The Tule River Indian Health Center, Inc. (TRIHCI) invites submissions for a part-time Registered Dietician (RD) in support of our work towards the “Strengthening Public Health Systems and Services in Indian Country” grant through the Centers for Disease Control and Prevention (CDC). The contractor will be responsible for conducting patient clinical consults, organizing nutritional education events such as cooking classes, producing nutrition-related communication materials, such as flyers that are culturally grounded and relevant to the Tule River Tribal community, and supporting the development of new referral and billing processes for nutritional services at TRIHCI.

This RFP seeks applicants for a 6-month engagement with potential extension. The position requires approximately 20 hours per week in services as listed below with the possibility for more hours up to full-time (40 hours/week). On average, at least 8 hours of work per week must be completed on site. Position will be required to work periodically in-person on the Tule River Indian Reservation (Porterville, CA) and remotely via tele-health appointments and other responsibilities. The hourly salary will be based on experience and set between \$50-60 per hour plus travel costs consistent with contract deliverables. The total contract amount will be negotiated based on hours of availability (approximately \$34,000 - \$65,000).

Additional information about our organization and scope of contract are provided on subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to eric.coles@crihb.org using the subject line: “PHD Registered Dietician 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 until the position is filled.

Send Proposals To: Dr. Eric Coles, Tribal Public Health Officer

Tule River Indian Health Center, Inc

eric.coles@crihb.org

Subject Line: PHD Registered Dietician RFP

Due Date & Time: Posted until filled

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 individual or firm selected will be responsible for providing the following services for a period of one year with a potential option to extend the contract:

- a. Conduct in-person and virtual patient nutritional consultations consistent with the certification of Registered Dietician in the state of California with an emphasis on the following nutritional issues: adults with diabetes, child obesity, and adult obesity (estimated at approximately 75% of total time).
- b. Host healthy cooking classes for community members in public locations on the Tule River Indian Reservation, including but not limited to the Elders Center, Education Center, TRIHCI and the Administration Building.
- c. Educate children on nutrition and healthy eating while preparing snacks during after school programming at the Tule River Education Center.
- d. Learn recipes or meals that are traditional on the Tule River Indian Reservation and incorporate these foods into nutrition planning and counseling.
- e. Develop healthy eating plans for community members referred to them by medical providers at TRIHCI.
- f. Support development of TRIHCI internal policies to qualify billing for Cal-AIM services with support from the Public Health Officer.
- g. Design and prepare educational materials related to nutrition and healthy eating for social media and online dissemination.
- h. Work with TRIHCI staff to collect, record, manage, and track the data associated with grant deliverables.
- i. Recommend nutritional adjustments in management of chronic conditions.
- j. Educate providers and patients on possible complications and interactions between food and drugs.

- k. Attend local fairs, festivals or events on behalf of TRIHCI to share nutritional and healthy good information and to educate attendees on healthy food.
- l. Work as a Registered Dietician in the state of California according to the duties assigned above and other duties consistent with a Registered Dietician as mutually agreed upon by both parties.

SECTION III. Proposals

Please email the following documents to eric.coles@crihb.org or send via mail to the address listed above.

A. Cover Letter

Please include:

- o Days and hours available to work for this contract.
- o Ability to come to the Reservation in-person (periodic visits required)

B. Resume/CV

- o List previous work experience, especially related to a Registered Dietician

C. References

If requested, contact information for professional references.

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.