REQUEST FOR QUOTE (RFQ) ITCA 17-02

PROJECT TITLE: Health Services Market-Based Research Study (Phoenix Area IHS Service Area)

QUOTE DUE DATE: December 7, 2017 4:00 P.M. MOUNTAIN STANDARD (ARIZONA) TIME

VENDOR ANNOUNCEMENT: December 19, 2017

EXPECTED PERIOD OF SERVICES: Tentatively December 26, 2017 through March 30, 2018

Please contact the following person if you have any questions regarding this quote via email:
Verna Monenerkit, Office Manager (verna.monenerkit@itcaonline.com)

1. PURPOSE

The Inter Tribal Council of Arizona, Inc., a 501(c)(3) non-profit corporation, is soliciting quotes from individuals and companies to conduct a market-based research study to gather information about American Indian/Alaska Native (AI/AN) patient needs and how these needs may be met by the Phoenix Area Indian Health Service, Tribes and Urban Indian health programs. Up to three focus groups and/or a regional survey approach and/or research through data analysis will be considered viable approaches. The Vendor is to evaluate the Phoenix Area Health Services Master Plan of 2007-2015, to determine the extent to which projections for service delivery have been achieved and the current relevancy of the recommendations in order to discern possible redirection in light of current realities that may affect the desired changes and improvements to local, shared and regional health care services and health outcomes. Tribes and urban Indian programs would provide input on *Strengths, Opportunities, Aspirations and Results (SOAR)* with regard to the IHS health care system. Work performed under this contract must be guided by the engagement of the Tribal Health Steering Committee for the Phoenix Area IHS and the Director of the Phoenix Area IHS. The Steering Committee is comprised of twelve elected Tribal Leaders from the states of Arizona, Nevada and Utah and one urban Indian program representative.

The Vendor should have prior experience working with the Indian Health Service (IHS) Direct Care services, Title I contracted and Title V self-governance compacted Tribal programs operated in accordance with Public Law 93-638, as amended and Title V. Health services for Urban Indians per P.L. 94-437. The offeror agrees to give preference to perform this contract to Indians who can carry out the required work, regardless of age (subject to existing laws and regulations), sex, religion, or tribal affiliation. The ability to communicate in a sensitive and approachable manner and relate to a diverse number of Tribes/Urban Indian health programs across the Phoenix Area IHS Service Area is key.

2. E-MAIL AND INTERNET COMMUNICATION

E-mail will be used for all communication required in this RFQ including your quote. ITCA may communicate with you utilizing the same methods. ITCA does not take responsibility for any problems with e-mail or Internet delivery services, either within or outside ITCA.

3. SUBMISSION OF QUOTES

Submit one (1) electronic copy of Exhibit A and Exhibit B, the proposed project description not to exceed three pages in pdf format via email to Verna Monenerkit, Office Manager, no later than December 7, 2017, 4:00 P.M., Mountain Standard (Arizona) Time. Note that Arizona does not participate in daylight savings time. The email should contain "Phoenix Area Market-Based Research Study Quote 17-02" in the subject line. The proposed project description should include the company or individual's name and full contact information. Late quotes will not be considered.

4. EVALUATION AND AWARD PROCEDURES

All incomplete quotes submitted shall be determined non-responsive and removed from the evaluation process. Responsive quotes will be evaluated in accordance with the requirements stated in this solicitation. The evaluation of quotes shall be accomplished by an evaluation team to be designated by ITCA. The team will recommend one or none of the vendors that will be offered a Contract for the work to be completed.

EXHIBIT A –QUOTE SHEET (to be completed by vendor)

Individual or Company Legal Name		Federal Employers ID#
Mailing Address	Number and Street or PO Box	
	City, State, Zip	
Primary Contact	Name	
	Email	
	Phone	
Name of individual that will complete required work.	Name	
Describe your experience in completing the type of work described in the Scope of Work. (See page 4).		
List the Company Name, Contact Name, Address, Phone Number, email address of three references that can attest to your performance in completing the work described.		
Signature/Date		

EXHIBIT A – QUOTE SHEET (continued)

The Vendor will conduct the project under ITCA leadership and will be expected to meet prior to initiating work and regularly with the ITCA Executive Management and the ITCA staff for the Tribal Health Steering Committee for the Phoenix Area IHS. Brief descriptions of the services that are the deliverables are defined below. Because the Vendor selected through this solicitation will be controlling the manner and means of conducting the work, the descriptions are not intended to completely describe all of the work that the Vendor would need to perform to complete the deliverables.

Scope of Work				
Deliverable		**Description**	**Estimated Completion Date**	**Cost Quote**
1	ITCA-Contractor Meeting	• Attend initial ITCA-Contractor meeting to discuss project and potential project designs and methodologies.	12/29/17	
2	Process and tool for information gathering	• Develop a process and tool for gathering of information from Tribes and Urban Indian programs in the Phoenix Area Indian Health Service region via a survey and/or focus groups and/or research methodology. Submit tool to the ITCA Executive Management and Tribal Health Steering Committee Staff to review and edit.	1/12/18	
3	Gather and compile information	• Initiate process to gather information from Tribes and urban Indian programs using the identified process involving key stakeholders. • Conduct evaluation of the Phoenix Area Health Services Master Plan of 2007-2015. • Submit bi-weekly status reports to the Steering Committee staff.	01/26/18	
4	Report content	• Submit draft report. Make revisions to content based on comments from the ITCA Executive Management and the Steering Committee staff	03/05/18	
5	Draft report edits.	• In coordination with ITCA staff, distribute the final draft report to the Tribal Health Steering Committee and to the Director of the Phoenix Area IHS for comment and edits. Review comments and make edits as appropriate.	03/12/18	
6	Finalize report	• Complete final report and submit it to ITCA Executive Management and the Steering Committee staff*.	03/21/18	
**ITCA is required to submit the final report to PAO no later than 3/30/18.*			Total Cost	$ 0.00

EXHIBIT B – PROPOSED PROJECT DESCRIPTION (to be completed by vendor)