

REQUEST FOR QUOTE (RFQ) ITCA WIC 21-03

PROJECT TITLE: WIC Breastfeeding Collaboration Project

QUOTE DUE DATE: March 1, 2021 3:00 P.M. MOUNTAIN STANDARD (ARIZONA) TIME

EXPECTED PERIOD OF SERVICES: April 1, 2021 through September 30, 2021

Please contact the following person if you have any questions regarding this quote via email:
Claresa Bedonie, WIC Breastfeeding Coordinator at claresa.bedonie@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 provide coaching and mentoring services to ITCA Special Supplemental Nutrition Program for Women, Infants and Children (WIC) staff to identify and improve their collaboration and coordination skills with community partners to provide consistent breastfeeding messaging, continuity of care, increase referrals to WIC and increase capacity through collaboration of services. Customized reports will provide recommendations and tools for advancing community partner and WIC efforts. ITCA local agencies consist of 11 tribes and one urban Indian health center in Phoenix. The tribes are spread throughout the state and are listed in Attachment A.

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 the completed Exhibit A in pdf format via email to the contact person listed above no later than 3:00 p.m., local time, on September 18, 2020. Late quotes will not be considered.

5. 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.

6. FUNDING

Any contract(s) awarded as a result of this procurement is contingent upon the availability of funding.

EXHIBIT A –QUOTE SHEET

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, include the entity for whom the work was performed and the dates of performance. A separate page no more than one page in length may be attached to complete this section.		
Describe the proposed activities to carry out the deliverables listed in the Scope of Work on a separate document no more than five pages in length and summarized in Exhibit B.		
List the Company Name, Contact Name, Address, Phone Number and email address of three references that can attest to your performance in completing the work described.		
Signature		

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 Team. 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.

Deliverable		Description	Due Date	Cost
1	Kick-off Meeting	<ul style="list-style-type: none"> Kick-off meeting with ITCA to discuss project timelines and activities for increasing breastfeeding coordination at both ITCA and local levels. 	Within 3 -5 business days of signing contract	
2	Meeting with Local Agencies	<ul style="list-style-type: none"> Orientation and assessment to assist in identifying partners for collaboration. 	Within one month of signing contract	
3	Plan Development	<ul style="list-style-type: none"> A plan for each agency participating will be developed and will include community collaboration coaching dates and planned activities in coordination with ITCA. 	Within two weeks of meeting with the local agencies	
4	Tools	<ul style="list-style-type: none"> Develop tools such as forms, spreadsheets or database that will include key organizational information specific to each organization and provide training on use. 	As outlined in plan	
3	Coaching	<ul style="list-style-type: none"> Provide virtual coaching to local agencies and other community partners on the development and strengthening of community partnerships. 	As outlined in plan	
	Mentoring	<ul style="list-style-type: none"> Provide mentoring to state and local level staff on how to connect and collaborate with community partners. ITCA estimates virtual visits with each agency every two weeks to discuss collaboration activities and the use of the tools. 	As outlined in plan with first visit on or before March 31, 2021	
4	Reporting	<ul style="list-style-type: none"> Submit a progress report in a mutually agreed format and host 15-30 minute calls with ITCA every week. 	Ongoing	
5	Evaluation	<ul style="list-style-type: none"> Create an evaluation tool and report on progress and outcomes. Include recommendations for future work. 	As outlined in plan	
			Total Cost	

EXHIBIT B – Scope of Work Activities

Deliverable	Description of Methods and Activities	Timeline
Kick-off Meeting	•	
Meeting with local agencies	•	
Plan Development	•	
Tools (optional)	•	
Coaching	•	
Mentoring	•	
Reporting	•	
Evaluation	•	