



*Taos Pueblo Administration
1075 Veterans Highway
Taos, New Mexico 87571
575-758-8626
575-758-8831*

LEGAL NOTICE

Notice is hereby given that Taos Pueblo calls for Proposals for:

RFP # 2020-302: Proposal for Drug-Free Communities Project Evaluator

Interested parties may secure a copy of the Proposal Packet from the Division of Health and Community Services Office, 230 Rotten Tree Road, Taos, New Mexico 87571, by calling 575-758-7824 X 113, or via email by sending a request to aurora@taospueblo.com.

Proposals must be received no later than August 31st, 2020 at 4:00 P.M. and submitted to:

*Taos Pueblo Central Management System
ATTN: Health and Community Services, Community Wellness Manager
P.O. Box 1846
Taos, New Mexico 87571*

or via email to aurora@taospueblo.com.

Hard copies of the proposal must be submitted in a sealed envelope that is marked “**Drug-Free Communities Project Evaluator.**” If mail delivery is used, the proposer should mail the proposal early enough to ensure arrival by this deadline. The proposer uses mail or courier service at his/her own risk. Taos Pueblo will not be liable or responsible for any late delivery of proposals. **Postmarks will not be accepted.** Until award of the contract, proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for opening thereof.

Taos Pueblo CMS reserves the right to reject any or all proposals and/to waive any information in the proposal process.



TAOS PUEBLO
REQUEST FOR PROPOSAL
Drug-Free Communities Project Evaluator

Taos Pueblo is requesting proposals for an experienced Public Health Evaluator to serve as the Drug-Free Communities grant to support the Taos Pueblo Awareness Coalition Team (TPACT) project and the associated projects in data collection, analysis, and reporting data related to drug and alcohol substance abuse/misuse.

GOALS AND OBJECTIVES:

Taos Pueblo, as a Drug-Free Communities (DFC) grantee, has the following purposes:

- 1) To facilitate a coalition that revitalizes our community's core values and prevents youth substance abuse to foster a strong Red Willow Nation;
- 2) To identify local conditions and root causes of drug and alcohol substance abuse/misuse and work towards a vision of Taos Pueblo being the thriving community our ancestors prayed for and our children deserve;
- 3) To implement the Strategic Prevention Framework to leverage local strengths and resources to address our community issues;
- 4) To establish a data-driven process to turn the curve on population outcomes and contribute to positive results with strategic action planning;
- 5) To provide coordination among tribal and non-tribal programs and agencies;
- 6) To give full consideration for the traditional customs, practices, and core values of Taos Pueblo in the implementation of the Strategic Prevention Framework.

SCOPE OF WORK

Tasks and Deliverables

Taos Pueblo is requesting competitive quotations from qualified individuals for the services described below.

Required Evaluation Services:

1. Collaborate with Taos Pueblo Awareness Coalition Team (TPACT) by attending monthly coalition meetings, sub-committee meetings, and workgroup meetings as necessary.
2. Assist TPACT in developing and implements effective data collection, measurement, and analysis; including obtaining DFC Core Measures from secondary data sources such as the bi-annual New Mexico Youth Risk & Resiliency Survey, the annual New Mexico Community Survey, Strategies for Success, and IHS clinical data, and assist in advocacy efforts for greater sample sizes from Taos Pueblo.

3. Explore ideas for collecting qualitative and quantitative data to describe the local conditions as guided by the TPACT Logic Model.
4. Create a system for cleaning, organizing, protecting, and securing Taos Pueblo data, and understand the sensitive nature of alcohol & substance use data; and allow data to be easily accessible by TPACT Coordinator and the Taos Pueblo Division of Health & Community Services.
5. Present data and survey findings to coalition members and assist in facilitating a discussion around data.
6. Assist TPACT Coordinator in obtaining data from agencies such as law enforcement, schools, private businesses, and other relevant tribal programs and create a data collection plan.
7. Assist in the development of annual Strategy Action Plans (Strategic Plan) and create a plan to evaluate each activity as they relate to outcome goals and within the Strategic Prevention Framework.
8. Develop the annual TPACT Member Survey.

Reporting

1. Assist the TPACT Coordinator in the semi-annual report.
 - a. Assist in grant reporting requirements by organizing relevant data into a reporting template(s).
 - b. Work with TPACT Coordinator to implement data into the DFC Me reporting system.

PROPOSAL SUBMITTAL REQUIREMENTS

Cover Letter: All submittals must include a cover letter stating: Name, consulting firm if applicable, and contact information.

Experience: All submittals must respond to the following questions. Responses to each question must be 250 words or less.

Describe your experience:

1. Presenting collecting, cleaning, organizing, and securing data.
2. Evaluation experience and education.
3. Working with community-based coalitions or a Drug-Free Communities funded coalition.

References: All submittals must include three references for the work described under “experience.” References must include current names, organizations, phone numbers, and e-mail addresses.

Approach: In no more than 10 pages (total), please:

1. Describe the reason(s) for wanting to work within the Taos Pueblo Awareness Coalition Team;
2. Describe how the experience(s) listed above will enhance the Taos Pueblo Awareness Coalition Team, and tell us how you will meet each of the above objectives.
3. Provide a copy or link to previous examples of program evaluation reports. Please highlight creative or atypical quantitative or qualitative data collection examples.
4. Provide a copy of a survey you have developed or assisted in development.
5. Provide a copy or link to a presentation where local data was shared with a community. (Presentation does not count towards 10-page limit.)

Budget: Budget must indicate costs for hourly rate schedule and proposed compensation including an itemized budget listing all expenses, not to exceed \$12,500.

Qualifications: Masters in Public Health or other relevant areas of study preferred. Minimum of 1 years' experience in Evaluation preferred.

RFP TIMELINE

Advertisement of Request for Proposals	August 14, 2020
Proposals due	August 31, 2020 (4 PM)
Interviews of Selected Proposals	September 7, 2020
Selection of Individual to provide services	September 14, 2020

INSTRUCTION FOR SUBMITTING PROPOSALS

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GENERAL CONDITIONS

This Request for Proposal (RFP) does not commit Taos Pueblo to award a contract to pay any costs incurred in the preparation of the proposal in response to this request or to procure or contract for services or supplies. Taos Pueblo expressly reserves the right to reject any proposals or to waive any irregularity or information in any proposal or the RFP procedure and to be the sole judge of the responsibility of any proposer and the suitability of the materials and/or services to be rendered. Taos Pueblo reserve the right to modify the RFP schedule described above.