

# **REQUEST FOR PROPOSALS**

## **Evaluator for Healing Hearts Suicide Prevention, Intervention, Post-Vention (SPIP) Program**



**Eight Northern Indian Pueblos Council, Inc.**

**Shanna Gutierrez  
Program Manager, Healing Hearts SPIP Program**

## **GENERAL OBJECTIVE**

The Eight Northern Indian Pueblos Council, Inc.(ENIPC)/ Healing Hearts SPIP Program is accepting proposals from all interested and qualified Evaluators to establish a contract for services in the amount of \$19,500.

The start date for the project is December 1, 2023 with an end date of April 30, 2024.

Eight Northern Indian Pueblos Council, Inc. is a Tribal 638, non-profit organization that provides services to the Native American population. The primary population served are from the eight northern Pueblos of Taos, Picuris, Ohkay Owingeh, Santa Clara, San Ildefonso, Nambe, Tesuque and Pojoaque, in the state of New Mexico.

Healing Hearts is a program of Eight Northern Indian Pueblos Council, Inc. that works with suicide prevention, intervention and post-vention in the communities that we serve.

The Healing Hearts SPIP program is located at 346 Eagle Drive, Ohkay Owingeh, NM 87566, and proposals may be submitted to Shanna Gutierrez at [sgutierrez@enipc.org](mailto:sgutierrez@enipc.org). Shanna Gutierrez can be reached at 505-852-1377 ext. 260, to answer questions.

## **PART 1 – SCOPE OF SERVICES**

The Evaluator will develop and implement an evaluation that adheres to HH SPIP and local community values. The Evaluator will include youth, family and community representation and will guide the evaluation process, assure useful, understandable data and engage in decision making required to build a culturally relevant HH SPIP. This Evaluator will actively participate in development, implementation and review of evaluation activities, including selection of age-appropriate, culturally relevant instruments, strategies for recruiting youth, family and community participation, and interpretation of findings. The Evaluator will review the national evaluation requirements.

### **Data Collection**

Data will be collected from May 1, 2023 through April 30, 2024. The Evaluator will oversee data activities to ensure timely and appropriate data collection and transfer, completion, and submission. Data will be collected via pen-and-paper, computer, in-person interviews, and onsite data collection formats by youth, family and community members, and providers. Evaluation assistants will meet with youth, family and community in person at baseline, every 6 months, and at discharge, if it is safe to do so due to COVID. Otherwise, all meetings will be conducted via Zoom. In years 2-5 (we are currently in year 2), data will be collected of a subset of the population based on the interventions selected. Community assessments will be conducted in order to compare year 1 to years 2-5, same population will participate in the assessment annually. Surveys/questionnaires focus group discussions and key-stakeholder interviews will be the procedures utilized for collecting information from project parties. Key informant

interviews and focus group discussions will be conducted in a private setting, while questionnaires may be conducted during community meetings. Absolutely no specimens will be collected from any participants in our project. Data Collection Instruments will be developed specific to HH SPIP with the assistance of the Advisory Board.

### **Data Management**

Protocols will be enacted to ensure confidentiality, including the assignment of an identifier to each participant so that names are not associated with responses. Raw data files will be kept in a locked file cabinet at the private offices of the Evaluator. Databases will be stored on a password-protected computer. All data collected will belong to the sovereign communities from which the data was gathered. Only the Evaluator will have access to these data files, and all data will be presented in aggregate complying with the HIPAA rules of data management. Evaluation staff will collect data on laptop computers and upload upon arrival back at the office. HH SPIP, Evaluator members, data collection assistants handling PHI will complete trainings on HIPAA compliance, participant research rights, and any other IRB requirements through ENIPC-BHS training portal in Relias. Participant confidentiality and rights will be approved and monitored through the ENIPC Board of Governors (BOG).

### **Data Analysis**

All project data will be analyzed with the Statistical Package for the Social Sciences (SPSS) using descriptive statistics showing trends and tabulated with gender, age, and race/ethnicity. Time trends in the data will be examined using multiple data points available for most individuals. Repeated measures will be calculated on outcome data to determine change over time.

### **Data Reporting**

The Evaluator will prepare brief quarterly reports of Performance Measurements and Evaluation Activity to the Project Manager (PM), who will in turn report to ENIPC-BHS Program Director (PD). The Program Director will share reported information with the ENIPC Board of Governors. Evaluation staff will meet with community members to interpret findings in a participatory manner through facilitated discussions and provide feedback to communities. Annual final reports will be prepared by the Evaluator. These reports will be submitted to the PD and PM for dissemination to community stakeholders, for review by the ENIPC Board of Governors. The Evaluator will collect required performance measures on a monthly basis and report quarterly. Agreements developed with community organizations during HH SPIP will be revised to include the core values reflective of both a SPIP and Tribal values related to children's wellbeing. These will include agreements on data collection, data sharing and reporting, Outreach, Referral & Services Assessment Number of Youth/Family Members Receiving Mental Health Services. Data related to the number of individuals engaged in mental health services as a result of the grant will be reported to HH SPIP partners, including ENIPC- BHS, Indian Health Services (Santa Fe, Albuquerque Area, Taos-Picuris). Data collection will be based on infrastructure developed during HH SPIP with child-serving entities in the region. Number of Individuals Contacted Through Outreach. Data related to the number of individuals contacted through outreach will be collected HH SPIP prevention staff, in collaboration with area mental health programs, juvenile justice, healing to wellness court and other prevention programs such as Tewa Women United and ENIPC Peacekeepers. Number of Individuals Referred to Mental

Health Services. Data related to the number of individuals referred to mental health services will be collected by HH SPIP staff, in collaboration with area mental health programs, juvenile justice, healing to wellness courts and other prevention programs. The system developed to send referrals to ENIPC-BHS from other child-serving entities will be enhanced during the grant period and become a HH SPIP that will lead care coordination and wraparound services.

Client Outcomes Study California Health Kids Survey will be utilized for baseline data regarding Behavioral Health <https://calschls.org/> Barriers and Cultural Strengths Study Cultural Strengths. In addition to required data collection, local youth, families and community members will contribute to the development and implementation of measures to capture cultural strengths that promote youth wellbeing, reduce suicidality in youth and strengthen positive mental health outcomes, and act as effective alternate approaches to mental health services. HH SPIP staff, in collaboration with Youth and Family Councils, and other local representatives involved in evaluation will collect related data. Quarterly Evaluation Activity Reports for Monitoring and Project Enhancement Project dossier. All relevant project materials, including staff activity logs, meeting minutes, fiscal, quarterly and annual evaluation reports, and IHS-required reports will be collected. Narrative reports on project progress and activities will be prepared based on this information. The Evaluator will review these reports to gauge success and to help solve barriers. Data will inform program design, improve service delivery, and contribute to better outcomes for youth, families and communities in the eight northern Pueblos.

### **Continuous Quality Improvement**

CQI process information will be collected to supply project management data to promote excellence in care and identify trends in the ability of the system to affect desired outcomes. CQI will identify workforce development/training priorities; suggest necessary policy and infrastructure development activities; facilitate changes in professional practice and delivery systems; and foster collaboration. The Evaluator is committed to supporting the national evaluation and will comply with all terms and conditions. HH SPIP will work with local epidemiology centers to gather and report eight northern specific data regarding mortality rates to determine if there is a measurable shift in rates with NA/AI youth. HH SPIP plans to utilize information from Health and Human Services departments, and tribal police, sheriff, and BIA reports.

**END OF SCOPE OF WORK**

1. **No Offer by Eight Northern Indian Pueblos Council, Inc. Firm Offer by Evaluator:**  
This procurement does not constitute an offer by Eight Northern Indian Pueblos Council, Inc. / Healing Hearts to enter into an agreement and cannot be accepted by any Evaluator to form an agreement. This procurement is only an invitation for offers from interested Evaluators and no offer shall bind Eight Northern Indian Pueblos Council, Inc. / Healing Hearts.
  
2. **Proposal Deadline:** Your response to this Request for Proposals (RFP) must be received by Eight Northern Indian Pueblos Council, Inc. / Healing Hearts via email to [sgutierrez@enipc.org](mailto:sgutierrez@enipc.org) **no later than 5:30 P.M. MDT, Friday, November 17, 2023.** Any Proposal received after this time will not be considered.
  
3. **Ownership of Proposals:** Each Proposal submitted to Eight Northern Indian Pueblos Council, Inc. / Healing Hearts will become the property of Eight Northern Indian Pueblos Council, Inc., without compensation to the Evaluator, for Eight Northern Indian Pueblos Council, Inc. / Healing Heart's use at its discretion.

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