

Request for Qualifications

Release Date: 2/12/2018

Number: 18-01-3

Service Needed: Evaluator for Neighborhood House Community Health Programs

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 12,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

- Provide evaluation oversight in data collection, management, reporting, tracking and analysis.
- Create evaluation plan to supports goals and objectives of the programs.
- Lead and support in sorting, cleaning and analyzing data using Excel, SPSS and other database system.
- Train and support staff on data collection security, human subject protection, confidentiality and other data collection guideline.
- Support in reviewing and compiling findings from literature, reports, and web-based searches for demographic/geographical areas and health data.
- Review data from SAMHSA, Public Health Seattle & King County, Washington Department of Health, Data book from Washington State Department of Behavior Health and Recovery, King County.
- Review, compile, and analyze mental health, co-occurring disorder assessment, GPRA/NOMS, local surveys and databook (i.e. risk and protective factors).
- Support in creating quantitative and qualitative data collection needs (survey and tool selection).
- Attend staff and other meeting necessary to achieve goals and objectives
- Perform other task as needed.

Desired Qualifications

- Experience overseeing evaluation processes, especially under SAMHSA or other federal grants

- Familiarity with HIV, Hepatitis, Mental Health and Co-occurring disorders
- Ability to work with and experience working with a diverse staff in a community based organization

Time Period/Level of Effort

Project will begin October 1st, 2018- September 15th, 2023 (fund pending). We expect the project to be a minimum of 200 hours/year.

NH reserves the right to re-bid services for any reason prior to this date and makes no promises regarding minimum levels of services or products that will be purchased through this RFQ.

Evaluation Criteria

- Meets Qualifications
- Level of Experience
- Relevance of Experience
- Availability
- Cost/Rate for Services

Questions

Warya Pothan, Community Health Director, waryap@nhwa.org ;
(206) 571-4662 cell

What to Include In Submissions

- Rates: Price per Hour and total anticipated costs to complete scope of work
- Description of relevant experience
- Brief explanation of how bidder would approach the scope of work
- Others materials: Bidders discretion.

Submission Close Date: 2/20/2018 or until fill

Submit To: Email or FAX submissions to: anhthun@nhwa.org or (206) 923-6776, Attention: Anhthu Nguyen

Additional Requirements (if selected): Neighborhood House may require any or all of the following: a written contract; proof of professional and/or general liability insurance; pass Background Checks, clear a check of the federal EPLS (Excluded Parties List System), proof of



Washington State business license or comparable license from another state; other checks and reviews appropriate to the nature and scope of the engagement.