

**ATTACHMENT-C
SERVICE NARRATIVE
HEALTHY FAMILIES INDIANA
THINK TANK ADVISORY COMMITTEE**

Agency Name:

SERVICE NARRATIVE FY 2016-2018 (Maximum 4 pages for each service narrative. Narrative should be in 11.5 font size, 1" margins and Times New Roman font.)

Respondents should provide one service narrative. Each service narrative must address the following topics:

1. HISTORY OF QUALITY SERVICES

This section should cover all important history and development of the organization to date. Section defines previous work on strategic plans in the arena of Social Services with a focus towards the prevention of child abuse and/or neglect of children and/or Home Visiting Programs. This section should document your agency's history of collaboration and work with DCS or other social service agencies.

2. SERVICE DEMOGRAPHICS

This section should define how the respondent will assist the HFI Think Tank Advisory Committee meet the Think Tank Objectives (see attachment A). Proposal should provide evidence on previous experience regarding Project Management and/or large Group/Meeting Facilitation, demonstrating successfully meeting deadlines, producing required outcomes and delivering complete and thorough documents/reports.

3. QUALIFICATIONS

This section should demonstrate what qualifications the Respondent possesses regarding program evaluation/quality assurance, marketing and derivation of best practice in the Social Services Industry. Any specific training or certifications applicable should be discussed.