

Capital Area
Community Action
Agency

REQUEST FOR PROPOSAL
FOR
COMMUNITY NEEDS ASSESSMENT

Table of Contents

1. INTRODUCTION.....	3
2. MISSION STATEMENT.....	3
3. COMMUNITY ACTION LOCATIONS	3-4
4. REQUEST FOR PROPOSAL.....	4
5. TIME LINE/DUE DATES	4
6. INQUIRES	4
7. SUBMITTING PROPOSALS	5
8. INFORMATION REQUIRED WITH PROPOSAL.....	5
9. DESCRIPTION OF SERVICES.....	6-9
10. AWARD OF CONTRACT.....	9
11. EVALUATION CRITERIA.....	10
12. REJECTION OF PROPOSALS.....	10
13. CONFIDENTIATLITY	11
14. PROJECT DELIVERABLES	11
15. COST OF PROPOSAL.....	11

1. INTRODUCTION

Capital Area Community Action Agency, Inc. (“Community Action”) is a private, non-profit 501(c) (3) corporation conducting business in Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties. The agency administers federal, state and local government-funded programs.

The Agency provides emergency services that help pay the utility bill for families having trouble making ends meet, providing energy conservation measures through weatherization assistance, offering Head Start services to pre-kindergarten children and their parents, and providing the support and guidance to help residents work out of poverty.

Community Action is soliciting proposals for a contractor to conduct a community needs and strengths assessment of the geographical area the Agency serves. The assessment will be used to educate its Board of Directors, Head Start Policy Council, executive management team and direct service staff of the demographics of its service area that may affect the development of agency policies, practices and programs.

2. MISSION STATEMENT

The mission of the Capital Area Community Action Agency is to provide a comprehensive, seamless system of services and resources to reduce the detrimental impacts of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives and our community.

3. COMMUNITY ACTION LOCATIONS

Administrative Office 309 Office Plaza Drive Tallahassee, Fl 32301		
Head Start Locations		
Bainbridge 2303 Bainbridge Rd Tallahassee, Fl 32303	Franklin County 250 Highway 98 Eastpoint, Fl 32328	Jefferson County 950 Mamie Scott Dr. Monticello, Fl 32344
Louise B. Royal 1124 Duval St. Tallahassee, Fl 32301	South City 2813 S. Meridian Rd Tallahassee, Fl 32301	Mabry Street 240 Mabry Street Tallahassee, Fl 32308

CSBG Locations			
Calhoun/Liberty Co. 20859 Central Avenue E. Blountstown, Fl 32324	Franklin County 192 14 th Street Apalachicola, Fl 32320	Gadsden County 104 North Adams St. Quincy, Fl 32351	Gulf County 401 Peters St. Port St. Joe, Fl 32456
Jefferson County 1155 North Jefferson St. Monticello, Fl 32344	Leon County 309 Office Plaza Dr. Tallahassee, Fl 32301	Wakulla County 2932 Crawfordville Hwy Crawfordville, Fl 32327	

4. **REQUEST FOR PROPOSAL (RFP)**

Capital Area Community Action Agency, Inc. (Community Action) is accepting proposals from qualified contractors to render professional services to Community Action to conduct and produce a Community Needs Assessment. The goal is to select the most capable v contractor offering the most competitive price.

5. **TIME LINE/DUE DATES**

1.	RFP Release Date	August 8, 2016, 2016
2.	RFP Questions Deadline	August 15, 2016
3.	Responses to Questions Posted on Agency Website	August 22, 2016
4.	Contractor Proposal Due to Community Action	September 26, 2016 at 5:00 P.M.
5.	Notice of Award Released	October 10, 2016
6.	Interim meetings with Community Action staff	To Be Determined
7.	Draft document submitted to Community Action	February 20, 2017
8.	Final document submitted electronically and in hard copy to Community Action	March 10, 2017
9.	Contractor presentation of document to Agency Board of Directors	March 21, 2017

6. **INQUIRIES**

Questions regarding this RFP are to be submitted to tim.center@cacaainc.org with **“Community Needs Assessment”** in the subject line. Questions regarding this RFP will only be accepted by email. The deadline for questions is provided in Section 5.

7. SUBMITTING PROPOSALS

Six (6) copies of the proposal shall be submitted in a sealed package/envelope marked:

**COMMUNITY NEEDS ASSESSMENT
SEALED RESPONSE TO RFP – DELIVER TO:
THE CHIEF OPERATING OFFICER
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.
309 OFFICE PLAZA DRIVE
TALLAHASSEE, FLORIDA 32317**

All proposals must be received on or before **5:00 PM, September 26, 2016**. Proposals received after the due date will be rejected. The proposal offer acknowledges the right of Community Action to accept or reject any or all proposals and to waive any informality in any proposal received.

8. INFORMATION REQUIRED WITH PROPOSAL

Proposals must include:

- a. Introduction of Contractor summarizing company's background, resources and relevant experience.
- b. Examples of past projects, preferable of a similar size and scope.
- c. References from at least three (3) past projects, preferably matching those projects used as examples in B above.
- d. Proposed budget for the project. Budget should include a suggested work plan and a breakdown of fees for professional services, hours, and administrative services.
- e. Proposed schedule for the project, including project stages, milestones and payments.
- f. A list of personnel on the project team and any possible sub-contractors and sub-consultants, their bios, and their roles.
- g. Identify the Project Leader as the main point of contact – name, title, phone and email address must be included.
- h. The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.

9. DESCRIPTION OF SERVICES

The qualified contractor will be responsible for the coordination of a fully completed Community Needs Assessment that includes specific data and analysis in addition to the following:

- a. An Executive Summary;
- b. Collection of demographic data from multiple sources including conducting community forums, focus group meetings, community partner surveys and client surveys;
- c. Customer, staff and community input of the impacts of poverty, needs within the communities and recommendations for further addressing those needs;
- d. An in-depth explanation on the impact of poverty and its effect on the residents of Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties.

COMMUNITY SERVICES BLOCK GRANT (CSBG) SPECIFIC ORGANIZATIONAL STANDARDS

- e. Provide, pursuant to the Community Services Block Grant (CSBG) Organizational Standards, the collection and analysis of the following information about each of Community Action's specific service areas: Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties:
 1. Standard 1.2: An analysis of information collected directly from low income individuals to assess needs and resources;
 2. Standard 2.2: Collection of information from key sectors of the community to assess needs and resources. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions;
 3. Standard 3.2: Collection of current data specific to poverty and its prevalence related to gender, age and race/ethnicity;
 4. Standard 3.3: Collection and analysis of both qualitative and quantitative data for each of the counties served;
 5. Standard 3.4: Description of key findings on the causes and conditions of poverty and the needs of the eight service areas assessed.

HEAD START SPECIFIC STANDARDS

- f. Provide, pursuant to the Head Start Performance Standards, the collection and analysis of the following information about Community Action's Head Start specific service area of: Franklin, Jefferson and Leon Counties:
 - 1. The demographic make-up of Head Start eligible children and families, including estimated number, geographic location, and racial and ethnic composition;
 - 2. Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;
 - 3. Estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;
 - 4. Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;
 - 5. The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;
 - 6. Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.

- g. Provide an analysis of demographic, data and economic trends in Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties including, but not limited to:
 - 1. Poverty analysis in all counties;
 - 2. Basic needs trends (i.e. food, nutrition, housing, food, child care, health costs, transportation);
 - 3. Population trends;
 - 4. Location of low-income children 0 to 5 years;
 - 5. Location of low-income seniors 60+;

6. Migrant trends;
 7. Birth and death trends;
 8. Health (including pre-natal care, health insurance, immunizations, oral health, etc.)
Nutrition trends (including overweight and underweight children, nutrition education offerings and free/reduced lunch counts, etc.);
 9. Aging trends;
 10. Household composition;
 11. Education attainment (including school rankings, school dropout, etc.);
 12. Child development and child care programs;
 13. Children ages 0 to 5 with disabilities;
 14. Type of disabilities;
 15. Service providers for children with disabilities;
 16. Foster care trends;
 17. Social services (i.e. Supplemental Nutrition Assistance Program (SNAP); Temporary Assistance to Needy Families (TANF) and Women, Infant and Children Food and Nutrition Services (WIC);
 18. Race/ ethnicity;
 19. Languages spoken;
 20. Income trends/asset development;
 21. Labor force/ employment/unemployment trends/job opportunities;
 22. Veterans data;
 23. Housing data: rental vs. ownership/affordable housing availability;
 24. Transportation;
 25. Data on Homelessness;
- h. Data Analysis and Presentations
- The contractor will provide an in-depth analysis and recommendations to assess the agency's success in meeting the needs and priorities of the eight county service areas: Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties.
1. Demographics summary
 2. Process approach

3. Results of survey and data collection at county, city, community partners, other non-profits and client levels including trend data if available.
4. Comparison to similar communities
5. Analysis of community needs and strengths
6. Formatted tables and charts illustrating major points
7. Printed and Electronic format
8. Project findings
9. Recommendations
10. Conclusions
11. Presentation to Board of Directors and Head Start Policy Council

10. AWARD OF CONTRACT

Award of the contract resulting from this RFP will be based upon the most responsive contractor whose offer will be the most advantageous to Community Action in terms of cost, functionality, experience, quality of past work, and other factors as specified elsewhere in this RFP.

- a. Community Action reserves the right to:
 1. Consider proposals based on their relative merit, risk, and values to the organization;
 2. Negotiate with all service providers.
 3. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential contractor , when it is in the Agency's best interest;
 4. Accept other than the lowest priced offer.
- b. Proposals received shall be judged by Community Action solely on the following selection criteria:
 1. Contractor's understanding of Community Action's mission and the scope of this project;
 2. Proposed price of the entire project;
 3. Expected timeline for completing the project;
 4. Contractor's demonstrated experience in similar projects for both corporate audiences and non-profit organizations.
- c. Proposals will be evaluated upon the contractor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful contractor may be asked to

- participate in negotiations and may be asked to make revisions to their proposal based on their negotiations. In submitting a proposal, each contractor acknowledges that they have read and understand these requirements.
- d. Competitive proposals will be considered and will result in a Fixed Price Contract.

11. EVALUATION CRITERIA

The Community Needs Assessment effort must meet the needs of the Federal Head Start regulations (45 CFR 1305.3) and the Federal Community Service Block Grant regulations (45 CFR, Part 96). The following elements will be reviewed, scored and a decision made based on the responses:

- a. Skill and experience of key personnel
- b. Description of Services
- c. Timeline of project broken into three sections:
 - 1. Stage 1 – Data and Timeline
 - 2. Stage 2 – Data compilation and draft analysis
 - 3. Stage 3 – Final report production
- d. Budget/Cost
- e. Sample of similar work projects
- f. Demonstrated experience with Community Needs Assessments or similar projects
- g. Compliance with administrative requirements of the request for proposal format, due dates, etc.
- h. Results of communications with references supplied by contractor
- i. Ability/commitment to meeting time deadlines
- j. Contractor's financial stability

12. REJECTION OF PROPOSALS

Community Action reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of Capital Area Community Action Agency, Inc.

13. CONFIDENTIALITY

All information presented in this RFP, including information subsequently disclosed by Capital Area Community Action Agency, Inc. during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

14. PROJECT DELIVERABLES

All recommendations identified during this engagement will be documented and reviewed with Capital Area Community Action Agency, Inc. management. All deliverables produced during the engagement are for the sole use of Capital Area Community Action Agency, Inc, management. All work papers, analyses and final reports will remain the property of Capital Area Community Action Agency, Inc.

15. COST OF PROPOSAL

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and Capital Area Community Action Agency, Inc. shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.