

BLUE VALLEY COMMUNITY ACTION, INC. REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

Blue Valley Community Action, Inc. is requesting proposals from qualified individuals/firms to prepare its Community Needs Assessment for the fiscal year ending September 30, 2020, and the Strategic Plan for the fiscal year ending September 30, 2021.

There is no expressed or implied obligation for Blue Valley Community Action, Inc. to reimburse responding individuals for any expenses incurred in preparing proposals in response to this request.

To be considered, proposals must be emailed to smiller@bvca.net. Proposals must be received by 4:00pm on June 18, 2019. Blue Valley Community Action, Inc. reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by Blue Valley Community Action, Inc.'s Governing Board of Director's Executive Committee.

During the evaluation process, the Executive Committee and Blue Valley Community Action, Inc. reserve the right, where it may serve Blue Valley Community Action, Inc.'s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of Blue Valley Community Action, Inc. or the Executive Committee, individuals/firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Blue Valley Community Action, Inc. reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the individual/firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Blue Valley Community Action, Inc. and the selected individual/firm.

It is anticipated the selection of an individual/firm will be completed by June 25, 2019. Following the notification of the selected individual/firm it is expected a contract will be executed between both parties by July 1, 2019.

B. Term of Engagement

A contract is contemplated, subject to the annual review and recommendation of the Executive Committee, the satisfactory negotiation of terms (including a price acceptable to both Blue Valley Community Action, Inc. and the selected individual/firm), the concurrence of the Blue Valley Community Action, Inc. Board of Directors, and the annual availability of an appropriation.

C. Subcontracting

Subcontracting individuals/firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the

contract, no additional subcontracting, will be allowed without the express prior written consent of Blue Valley Community Action, Inc.

II. SERVICES REQUIRED

A. Community Needs Assessment Components:

1. A Community Partners Resource Matrix and Maps identifying community partner agencies/programs.
2. Interviews with community stakeholders representing faith-based, education, community, government, and business organizations selected from the nine counties within BVCA's service area.
3. Key demographics and other relevant information priority areas of interest including education, housing, health, and food access.
4. Create community needs assessment survey, analyze the data collected, and incorporate a summary into the Community Needs Assessment report.

B. Strategic Planning Components:

1. Present timeline and components; present draft Community Partners Resource Matrix and Maps; present draft community stakeholders interview list and questions; get feedback and make adjustments.
2. Present key findings and interpretation of results using a participatory process.
3. Planning sessions with staff &/or to develop draft Strategic Plan.
4. Presentation of draft Strategic Plan for feedback and adjustments.
5. Planning sessions with staff &/or Board to develop/refine work plans.

III. Time Requirements

1. Proposed timeline for completion of Community Needs Assessment by April 1, 2020.
2. Strategic Plan completion by October 1, 2021.

IV. Qualifications and Experience

1. A summary of qualifications is to be included with the proposal.
2. Two references are to be included with the proposal.