

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 and develop its Community Needs Assessment by May 1, 2023.

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 July 25, 2022. 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.

During the evaluation process, Blue Valley Community Action, Inc. reserves 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 Blue Valley Community Action's Board of Directors' 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 August 5, 2022. Following the notification of the selected individual/firm it is expected a contract will be executed between both parties by August 19, 2022.

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, income, employment, housing, emergency needs, health/nutrition, and transportation.
4. Create community needs assessment survey, analyze the data collected, and incorporate a summary into the Community Needs Assessment report. (Surveys can be conducted with the following groups: customers, partners or other service providers, general public, BVCA employees, Board of Directors, private sector, public sector and educational institutions)
5. The items below must be included in the Community Needs Assessment formal report.
 - a. Poverty and gender
 - b. Poverty and age
 - c. Poverty and race/ethnicity
 - d. Description of geographic location that BVCA is funded to serve
 - e. Locally collected data to include:
 - i. Local crime statistics
 - ii. School district high school graduation
 - iii. School district school readiness
 - iv. Employers and employment opportunities
 - v. Child care providers
 - vi. Public benefits usage (SNAP, TANF, etc.)
 - vii. Input directly collected from low-income individuals

B. Community Needs Assessment Document:

1. Produce a formal written report that identifies
 - a. Communities served
 - b. Qualitative and quantitative information
 - c. Method of analysis utilized
 - d. Strengths of the agency
 - e. Key findings/areas of needs/barriers defined throughout the assessment and analysis process
 - f. Gaps in services

III. Time Requirements

1. Proposed timeline for completion of Community Needs Assessment by May 1, 2023.

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.