

# Request for Proposal (RFP)

## Community Needs Assessment

### ONE-PAGE RFP SUMMARY

**Project:** Community Needs Assessment (CNA)

**Issuing Agencies:** Blue Valley Community Action, Inc. (BVCA) and Public Health Solutions (PHS)

**Purpose:** The Community Needs Assessment will identify community strengths, needs, gaps, and barriers impacting individuals and families across BVCA's nine-county service area, including the five counties also served by PHS. Findings will guide strategic planning, program development, resource alignment, and Board of Directors' decision-making for both agencies.

**Deliverables:**

- Community Partners Resource Matrix and maps
- Stakeholder interviews across multiple sectors
- Quantitative and qualitative data analysis
- Community survey development, analysis, and summary
- Comprehensive written Community Needs Assessment report

**Project Timeline:**

- Proposal Due: March 13, 2026 (4:00 p.m.)
- Anticipated Selection: March 20, 2026
- Contract Execution: April 1, 2026
- CNA Completion: November 1, 2026

**Submission Method:** Email proposals to [sweber@bvca.net](mailto:sweber@bvca.net)

**Selection Process:** Proposals will be evaluated jointly by BVCA and PHS. Oral presentations may be requested.

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# I. INTRODUCTION

## A. General Information

Blue Valley Community Action, Inc. (BVCA) and Public Health Solutions (PHS) are requesting proposals from qualified individuals or firms to prepare and develop a comprehensive Community Needs Assessment (CNA) to be completed by **November 1, 2026**.

The Community Needs Assessment will inform agency strategic planning, program development, funding applications, and Board of Directors' decision-making for both BVCA and PHS.

There is no expressed or implied obligation for BVCA or PHS to reimburse responding individuals or firms for any expenses incurred in preparing proposals in response to this Request for Proposal (RFP).

To be considered, proposals must be emailed to **sweber@bvca.net** and received no later than **4:00p.m. on March 13, 2026**. BVCA and PHS reserve the right to reject any or all proposals submitted. All proposals received will be evaluated jointly by BVCA and PHS.

During the evaluation process, BVCA and PHS reserve the right, where it may serve their best interests, to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of BVCA and PHS, individuals or firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

BVCA and PHS reserve 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 or firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal and confirmed in the final contract between BVCA, PHS, and the selected individual or firm.

It is anticipated that the selection of an individual or firm will be completed by **March 20, 2026**. Following notification of the selected proposer, it is expected that a contract will be executed by **April 1, 2026**.

## B. Term of Engagement

A contract is contemplated, subject to annual review and recommendation by BVCA and PHS and the satisfactory negotiation of terms, including a price acceptable to BVCA, PHS, and the selected individual or firm.

## C. Subcontracting

Individuals or firms submitting proposals are encouraged to consider subcontracting portions of the engagement. If subcontracting is proposed, the names of proposed subcontractors and the scope of their work 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 BVCA and PHS.

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## **II. SERVICES REQUIRED**

All services must support data-driven decision-making and result in a comprehensive, accurate, and actionable Community Needs Assessment.

### **A. Community Needs Assessment Components**

The Community Needs Assessment must include, at a minimum, the following components:

1. Development of a Community Partners Resource Matrix and maps identifying community partner agencies and programs.
2. Interviews with community stakeholders representing faith-based, education, community, government, and business organizations. Stakeholders will be selected from the nine counties within BVCA's service area, five of which are also served by PHS.
3. Compilation and analysis of key demographic and other relevant data related to priority areas of interest, including:
  - Education
  - Income
  - Employment
  - Housing
  - Emergency needs
  - Health and nutrition
  - Transportation
4. Design and administration of a Community Needs Assessment survey, analysis of collected data, and incorporation of a summary into the final report. Surveys may be conducted with the following groups:
  - Customers
  - Community partners or other service providers
  - General public
  - BVCA and PHS employees
  - Boards of Directors
  - Private sector representatives
  - Public sector representatives
  - Educational institutions
5. The following items must be included in the formal Community Needs Assessment report:
  - Poverty by gender
  - Poverty by age
  - Poverty by race and ethnicity
  - Description of the geographic areas BVCA and PHS are funded to serve
  - Locally collected data, including:
    - Local crime statistics

- School district high school graduation rates
- School district school readiness indicators
- Major employers and employment opportunities
- Child care providers
- Public benefits usage (e.g., SNAP, TANF)
- Input directly collected from low-income individuals

## **B. Community Needs Assessment Document**

The Community Needs Assessment report must be suitable for Board approval, public posting, and use by funding and partner agencies.

The selected individual or firm will produce a formal written report that clearly identifies and documents:

1. Communities served
2. Qualitative and quantitative data findings
3. Methods of data collection and analysis utilized
4. Strengths of BVCA and PHS
5. Key findings, priority needs, and barriers identified throughout the assessment and analysis process
6. Gaps in services within the communities served

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## **III. TIME REQUIREMENTS**

Proposals must include a detailed and realistic timeline demonstrating the ability to complete the Community Needs Assessment no later than **November 1, 2026**.

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## **IV. QUALIFICATIONS AND EXPERIENCE**

Preference may be given to individuals or firms with demonstrated experience conducting Community Needs Assessments for community-based, public health, or human services organizations.

1. Proposals must include a summary of the individual or firm's qualifications and relevant experience, particularly related to community needs assessments, public health, community action, or similar work.
2. A minimum of two professional references must be included with the proposal.