

Request for Proposal

Community Needs Assessment and Report

Requested by:

Community Needs Assessment Partnership
c/o Ohio County Family Resource Network, Inc

56 13th Street

Wheeling, WV 26003

(304) 232-5600

To: Prospective Vendors

Date: June 1, 2018

Re: Request for Proposals - Community Needs Assessment and Report

Community Needs Assessment Partnership (CNAP), a collaboration between organizations serving the citizens of Ohio County, West Virginia, is seeking proposals from consultants/firms for the development of a comprehensive community needs assessment. We anticipate that the assessment process will take six to nine months in order to provide adequate time for participation and review by key stakeholders including agency participants, staff, and other groups to be identified in the proposal. The outcome of the process will be a written assessment that presents the methodology, the research, the analysis, trends and service gaps in Ohio County, West Virginia. The finished document will serve as a guide that the community will utilize in planning for the provision of services.

We invite you to submit written proposals in response to the attached document, "Request for Proposal: Community Needs Assessment and Report." If you choose to respond, proposals must be submitted in accordance with the guidelines provided. An original and one copy of the complete proposal, as outlined, with the Cover Sheet and Cost Sheet (attached) should be submitted by mail or hand delivered to:

Ohio County FRN
56 13th Street
Wheeling, WV 26003

If you have any questions, please contact Claudia Raymer at (304) 232-5600. Thank you in advance for your interest in this opportunity.

Sincerely,

Claudia Raymer
Ohio County FRN

Lewis Honaker
WVU Extension - Ohio County

Jess Rine
United Way of the Upper Ohio Valley

Request for Proposal – Community Needs Assessment and Report

1. Requesting entity

This request for proposal is made by the Community Needs Assessment Partnership (CNAP). All requests and inquiries in connection with the services to be provided shall be made to the co-chair of the partnership:

Claudia Raymer
Ohio County Family Resource Network
56 13th Street
Wheeling, WV 26003

(304) 232-5600
ohiocountyfrn@yahoo.com

2. Standard Terminology

For convenience of reference, the words, terms and phrases defined below and elsewhere in this document shall have the meanings respectively ascribed to them for all purposes of this bid, to include the following:

“Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, or proposer who submits a bid in connection with this proposal.

“Services” means the provision of the facilitation of information gathering and writing of the final document with presentation to the Community Needs Assessment Partnership (CNAP).

3. Purpose of Request

To purchase Community Needs Assessment services which shall include but not be limited to:

- Assessing and synthesizing existing data pertaining to Ohio County, specifically in the areas of health, education, and financial stability.
- Consulting with and gathering quantitative and qualitative data from key stakeholders in order to provide a multi-perspective assessment of community needs.
- Developing a comprehensive report which clearly and concisely expresses trends, challenges, service needs and service gaps impacting households in Ohio County.

4. Scope of Services

A. Project Coordination

1. Coordinate with CNAP's leadership team throughout the course of the project. Regular meetings and status reports are expected to keep the project on schedule and to keep all identified stakeholders apprised of the progress of the process.

B. Identification of Health, Education, and Financial Stability trends, challenges and service gaps

1. Analyze existing data pertinent to the community needs assessment.
2. Evaluate poverty and related demographic data to include significant trends and forecasting.
3. Identify key stakeholders necessary to develop an assessment with varied perspectives and develop methodology for qualitative and quantitative data collection.
4. Assess data gathered from CNAP clients/consumers through needs surveys.
5. Collect and synthesize data collected from stakeholder groups.
6. Identify the specific challenges and/or barriers faced by individuals and families noting and service gaps that may exist.
7. Prepare final document for review and presentation of assessment to CNAP.

5. Proposal

The proposal must be submitted in conformity with, be based upon, and be subject to all the terms, conditions and obligations of the proposed documents. CNAP reserves the right to waive minor defects or variations from the exact requirements of this proposal. If insufficient information is submitted by any vendor, CNAP further reserves the right to request additional information as it may deem necessary.

Vendor must provide at least one original and one copy of the proposal and any additional documentation being submitted. The original and copy shall each be securely bound and labeled on the envelope as "Proposal for Community Needs Assessment and Report." Each submittal shall display the attached "Cover Page" as the first page of the document with the attached "Cost Sheet" as the second page.

All proposals shall be delivered by mail or in person to:
Ohio County Family Resource Network
56 13th Street
Wheeling, WV 26003

Any proposal submitted in response to this request shall be irrevocable for a period of 45 days from the due date of the proposal and may not be withdrawn by any vendor during this period. After 45 days, the proposal may be withdrawn by a vendor at the vendor's request if the vendor's proposal has not been selected prior to any such request to withdraw.

6. Closing Date

Any proposal submitted shall be received by CNAP no later than 4pm on July 6, 2018. Any bid not submitted by the vendor by this date and time will not be considered and will be returned, unopened. The proposals will be opened on July 17, 2018 and a final decision made within 10 days, subject to funding.

7. Evaluation Criteria

An award shall be made to the lowest responsible bidder as determined by the sole discretion of CNAP. In determining the lowest responsible vendor, CNAP will consider the following criteria:

- The capacity of the vendor to perform the work promptly or within the time specified
- The number and scope of any conditions made a part of the proposal by the vendor
- Overall philosophical approach for the completion of the Community Needs Assessment and Report as related to the Partnership's needs
- The proposed plan and methodology for the process
- The quality of performance by the vendor on any previous work performed for the Partnership or similar organizations as provided through references
- Prior experience with members of the Community Needs Assessment Partnership or similar non-profit collaborations preferred
- Total price for the services to be purchased

About the Community Needs Assessment Partnership (CNAP)

CNAP is a collaboration between entities serving the citizens of Ohio County which formed after it was determined by these entities that a community needs assessment was vital in guiding the work we do. Partners include social service agencies, mental health providers, educational institutions, City of Wheeling, resource and referral organizations, and others. The Leadership Team consists of three members of CNAP representing West Virginia University Extension Services – Ohio County Office, The Ohio County Family Resource Network, and The United Way of the Upper Ohio Valley

. For additional information:

Ohio County Family Resource Network: www.facebook.com/OCFRN

United Way of the Upper Ohio Valley: www.unitedwayuov.org

WVU Extension Services – Ohio County: <https://extension.wvu.edu/ohio>

Request for Proposal Cover Sheet

Company name		
Address		
City, State, Zip		
Fax		
Website		
Contact name		
Telephone number		
E-mail address		
Federal Employer ID #		
Minority and/or woman owned	Yes	No

Work Reference: Please list three companies or public agencies for which you have done similar work. CNAP reserves the right to reject low-bid proposals for poor past performance.

Name of Company/organization	
Contact person	
Address	
Telephone	
E-mail	
Type of work completed	

Name of Company/organization	
Contact person	
Address	
Telephone	
E-mail	
Type of work completed	

Name of Company/organization	
Contact person	
Address	
Telephone	
E-mail	
Type of work completed	

Check if applicable:

- I have attached a work sample as an attachment to the proposal.
- A work sample can be found at the following website(s) _____

Request for Proposal Cost Sheet

Cost Category	Amount	Estimated # hours
Community forums/focus groups	\$	
Data acquisition and review	\$	
Analysis, interpretation, summary of information	\$	
Presentations and meetings	\$	
Preparing document	\$	
Other (specify):		
Other (specify):		
Other (specify):		
Total cost and estimated # of hours		

Total cost of engagement will not exceed: \$ _____

Once the contract is signed, the work provided under the contract will be completed in what length of time? _____

Submitted by: (print name) _____

Signature: _____

Date: _____