



## **REQUEST FOR PROPOSAL**

Community Needs Assessment Project & Report

RFP Issued Date: July 13, 2020

Responses Due: Aug. 15, 2020

Proposed Award Date: Sept 18, 2020

## INTRO

Semcac, a nonprofit Community Action Agency, is seeking proposals from qualified parties for conducting a Community Needs Assessment of the southeastern Minnesota region that Semcac serves. This includes creating a survey, conducting the survey, compiling results and analyzing the data, researching and comparing related US Census Bureau (and related resources) statistics, creating a final Community Needs Assessment Report. The report should be in a publishable format.

### Semcac's Mission & Vision

**Mission:** Empower and advocate for people to enhance their self-sufficiency by maximizing community resources.

**Vision:** Thriving individuals, families and communities leading a vibrant southeast Minnesota region.

## BACKGROUND

Semcac is a nonprofit (501c3) Community Action Agency (CAA) established in 1966. CAAs were created under the Economic Opportunity Act of 1964 to fight America's War on Poverty. Today there are over 1,000 CAAs in the United States, with 24 in the state of Minnesota. These agencies provide direct support for people who live in poverty, to help people achieve self-reliance.

Semcac is a Community Action Agency serving the southeastern region of Minnesota. The agency is designated to serve the seven counties of Dodge, Fillmore, Freeborn, Houston, Mower, Steele and Winona. Limited services are provided in the additional counties of Rice, Goodhue, Wabasha, Waseca and Olmsted.

As a Community Action Agency, and recipient of Community Service Block Grant (CSBG) funds, Semcac is required to conduct a full Community Needs Assessment every three years, to gauge the needs of the communities that the agency serves. Semcac's last, full needs assessment was conducted in 2017 with the report published in early 2018.

### CSBG Organizational Standards - Regarding Community Needs Assessment

The CSBG Organizational Standards, issued in 2015, address expectations of the agency's needs assessment within Section 3, as follows:

**Standard 3.1** – The organization conducted a community assessment and issued a report within the past 3 years.

**Standard 3.2** – As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

**Standard 3.3** – The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

**Standard 3.4** – The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

## COMMUNITY NEEDS ASSESSMENT PROJECT- SERVICES

Semcac is seeking responses to this Request for Proposal (RFP) in order to contract a party for conducting a needs assessment within the area that Semcac serves, in southeastern Minnesota. The project includes creating a survey with questions designed to inform the agency of a wide range of needs, distributing/conducting the survey, collecting responses and analyzing the results, combining results along with US Census Bureau information into a report that can be published/printed. This year, the surveying process needs to include questions specific to COVID-19 pandemic-related needs.

### Scope of Work – Still need to write this section

1. Create a comprehensive survey (Organizational Standard 3.2) including COVID-19 and pandemic related needs questions. Work with Planning & Development Director at Semcac to ensure questions in survey are pertaining to the agency programs, needs of full community, inclusive/unbiased, etc.
2. Work with staff to distribute survey to clients & constituents in the southeastern Minnesota region that Semcac serves. This includes utilizing technology to send electronically as well as printed. (Semcac has a Survey Monkey account active, if that is the chosen route.)
3. Collect & Analyze the survey results. Research and collect information from other reputable resources such as the US Census Bureau data to include in the final report. (Org. Standard 3.3)
4. Create/Write a final needs assessment report, in publishable format, with all rights given to Semcac for use. (Org. Standard 3.4)

### Proposal Requirements

1. An intro page or letter explaining interest, summarizing relevant qualifications and experiences.
2. Provide the full name, address, and phone number of your main office and contact information. Include the email and direct phone number of the individual who is the primary contact for the RFP.
3. Describe experience- including working with Community Action Agencies, nonprofits, analyzing data, conducting surveys, working on community needs assessments, etc.
4. Proposed cost of the service to include estimated incidental expenses.
5. Include a brief summary describing how you plan/foresee administering this project successfully.
6. Provide two professional references including Name, Address, Email, Phone #
7. Include any information that you think will enhance the RFP.

## Semcac Responsibilities

1. Work with the contracted party to ensure relevant and comprehensive information is included in the survey.
2. Work with the contracted party to provide (limited) randomized consumer/client contact information to be utilized for a portion of the survey distribution. This is done to ensure at-risk/low-income responses are included in the results.
3. Approve/Review surveying plan to ensure the entire service area is attempting to be surveyed.
4. Provide Semcac logo for materials and related needs.
5. Promote survey electronically, when it is being conducted, via Semcac social media outlets and website - if needed.
6. Reimbursement of the contracted party for expenses as outlined in the final contract. Timely payment of invoices received.

## Payments

The payment schedule will be negotiated as part of the contract for services. Requests for payment shall be processed upon the receipt of invoices from contracted party. All invoices shall document the tasks completed and other billable expenses.

## Selection Process

The proposals submitted will be evaluated by an internal team utilizing the (100) point system indicated below. We anticipate that the selection will be completed within a month of receipt.

1. The capacity of contracted party to perform work in a timely manner. (10 points)
2. Knowledge of Community Needs Assessments & Community Action. Ability to analyze statistical data and produce reports with graphs. Ability to utilize online resources that include US Census Bureau (and related) statistical data. (25 points)
3. Related experience. (30 points)
4. Qualifications including experience of key personnel assigned to the project in performing work of a similar nature. (15 points)
5. Competitiveness of proposed cost. (20 points)

## How to Submit Proposals

**Please email proposal submissions.**

Annette Theobald at [Annette.theobald@semcac.org](mailto:Annette.theobald@semcac.org) & Doug Grout at [doug.grout@semcac.org](mailto:doug.grout@semcac.org)

Submit proposals by 5:00pm on **Aug 15, 2020**

Direct questions regarding this RFP to Annette Theobald, Planning & Development Director at [annette.theobald@semcac.org](mailto:annette.theobald@semcac.org) | D: 507.298.4027 or Semcac Main Office: 507.864.7741

### Independent Contractor

It is expressly understood that all persons employed by Semcac in the performance of any work or services required or provided in the awarded contract is an independent contractor and shall not be considered employees of Semcac for any purposes whatsoever. Including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit, or any such claims shall in no way be the obligation or responsibility of Semcac.

The successful responder must provide W9 tax documentation.

### Insurance Requirements

The successful responder must provide a Certificate of Insurance. If the responder is self-insured, they must provide a Certificate of Self-Insurance. Maintain general liability insurance with minimum limits of \$1,000,000 occurrence & aggregate.

### Other

This RFP does not obligate Semcac to award a contract, and Semcac reserves the right to cancel the solicitation if considered to be in our best interest. Semcac reserves the right, for any reason to accept or reject any one or more proposals submitted. Semcac is not liable for any cost incurred by proposers in replying to this RFP. All submissions become the property of Semcac.