

Request for Proposal (RFP) Community Needs Assessment

**Issued By:
Pike County and Monroe County**

**Proposal Due Date:
March 3, 2022 by 3:30pm**

Point of Contact:

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Pike County Human Services
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Organization Overview

Monroe County Community Action Agency (CAA) is a public Community Action Program for Pike and Monroe County overseeing the administration of the Community Services Block Grant (CSBG) for the region. A tripartite board, according to CSBG guidelines, consisting of Public Representation, Community Representation, and Low-Income Representation from Pike and Monroe County. The Community Services Advisory Board (CSAB) reports to the Commissioners and makes funding recommendations for a number of grants serving low-income households, under 150% Federal Poverty Level, in our region including; Homeless Assistance Program, Human Services Development Fund, Emergency Food and Shelter Program, etc. Monroe County CAA utilized non-profit subcontracted partners to provide services in the areas of Education, Employment, Housing, Health and Human Services, and Community Engagement.

Proposal Overview:

Pike and Monroe County are requesting proposals for a Community Needs Assessment (CNA). This assessment will be used to guide planning and service provision to low-income families in Pike and Monroe County service area. Monroe County, the Community Action Agency(CAA) which is a public agency overseeing the Community Services Block Grant (CSBG) for Pike and Monroe County, is required to complete a needs assessment every three years for its service area to be compliant with CSBG regulations.

The needs assessment should be completed by October 31, 2022.

Description:

Monroe County is currently using a needs assessment that was developed and completed in 2018 and included Monroe and Pike counties. Monroe County CAA would like to update our CNA to provide county level data from Pike and Monroe County, as well as regional analysis. This proposal must meet all CSBG Organizational Standards. It is expected that a final document will include statistical data, survey data and qualitative information. The Community Needs Assessment must identify the top five (5) needs in each county and the CAA service area that includes individual, household, and community level needs and the causes of those needs. The CNA should also consider and include topics of COVID-19 and the effects the pandemic has had on our communities. Data and Analysis by income group, and stakeholder group type, raw data from surveys, summary of qualitative data and analysis. Survey tools must also be provided to ensure future surveys can

track trend data. The final document will include an Executive Summary, an Explanation, Analysis, and Recommendations at both the regional and county level.

While this Community Needs Assessment is not a research document, the Community Action Agency will use this information to make major organizational decisions affecting the distribution of funding and services to low-income individuals and families in both communities.

The proposer must provide a large enough sampling that can confidently use the information to make decisions about programming over the next three years. All proposals should describe the sampling pool they will use for each component, the target number of responses, and any strategies that will address low response rates if they occur.

Applicants will use Census Bureau and other recognized and reliable sources for general demographic information to create a profile of each county and the region. Applicants are encouraged to incorporate other needs assessments conducted in the service area (Lehigh Valley Health Network, St. Luke's University Health Network, etc.) into the analysis, but that cannot be the sole source of information. The CNA must include certain elements to meet CSBG Organizational Standards. These standards are:

- Standard 1.2: The organization analyzes information collected directly from low-income individuals as part of the Community Assessment. Data can be collected through a variety of ways including, but not limited to, focus groups, interviews, community forums, customer surveys, etc. Documentation that this standard is being met includes data summaries, review of low-income data in with notation in the appendix of the assessment, community forum summaries, and interview transcripts.
- Standard 2.2: The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. Documentation is needed to demonstrate that all five sectors have been engaged: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. Monroe County prefers that survey data is used for this portion of the assessment but focus groups can also be utilized.
- Standard 2.3: The organization communicates its activities and its results to the community. The final document must include an Executive Summary or other abbreviated document that can be distributed electronically. A 15-minute PowerPoint presentation could be part of the final product that can be used for community events.
- 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. This will be documented in the analysis section of the assessment.
- Standard 3.4: The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed. Conditions of poverty may include items such as: numbers of homeless, free and reduced school lunch statistics, SNAP participation rates, etc. Causes of poverty may include items such as: lack of living wage jobs, lack of affordable housing, low education attainment rates, etc. This will be documented through the analysis section of the assessment.

Scope of Work:

The components of the community needs assessment are:

Statistical Profile: Use of secondary data to create both county and regional profiles. Information will be used in the analysis to understand the extent of and causes of poverty in the service area. At a minimum it will include poverty in relation to age, gender, race and ethnicity in the service by county.

Information from Low Income individuals and families: The assessment will include primary data from surveys, focus groups or other means that demonstrate that the needs assessment has directly involved the low-income community.

Information from key stakeholders: The assessment will include primary data from surveys, focus groups or other means that demonstrate the needs assessment has directly involved the key stakeholders listed above.

Results: The data collected during this needs assessment will be the property of Monroe County. All raw data will be given to Monroe County in a format that can be used for further analysis and to be considered in future assessments to track trends. All Secondary data will be referenced so data can be updated. All qualitative data will be summarized in a narrative text. This data does not need to be included in the actual Needs assessment document but will be provided to Monroe County separately.

Analysis: The Needs assessment will include the analysis of the information that lists at least five areas of need in order of severity. The Needs assessment will identify needs at the individual and community level in the areas of Education, Employment, Income and Asset Building, Housing, Health and Behavioral, and Community Engagement.

Final Document: At a minimum, the Community Action Agency is looking for a final document that can be disseminated to the public and stakeholders. It must be in a format that can be distributed electronically or printed. Pike and Monroe County are also interested in a PPT Presentation that can be shared at meetings and seminars.

The selected applicant will have access to Monroe County's 2018-2020 Community Needs Assessment and Community Action tools. They will also have access to Pike and Monroe County staff for focus groups or interviews. Pike and Monroe County will help distribute any online surveys through our email lists, but it is the responsibility of the awardee to make sure the sample pools are adequate to get enough responses to ensure confidence in using the information for decision making.

The applicant should expect to meet with Pike and Monroe County management at least three times including the final presentation.

Instructions on Proposal Submission:

1. Closing and Submission Date

Proposals should be submitted to Pike County no later than 3:30 p.m. EST on March 3, 2022

2. Inquiries

Inquiries concerning this RFP should be directed to Robert Ruiz, MBA Executive Director, Pike County Human Services Email: rruiz@pikepa.org by February 24, 2022

3. Conditions of Proposal

All costs incurred in the preparation of the Proposal will be the responsibility of the Respondent and will not be reimbursed by Pike County.

4. Instructions to Prospective Respondents

It is the responsibility of the Respondent to ensure that Pike County receives the proposal by the date and time specified above.

Electronic Submissions: Submit proposal via email to rruiz@pikepa.org with the subject line “CNA RFP” no later than 3:30 p.m. EST on March 3, 2022. All files should be submitted as a PDF.

Please direct questions to Robert Ruiz rruiz@pikepa.org and put “CNA Question” in the subject line.

*****Late proposals will not be considered.*****

5. Right to Reject

Pike County and the Monroe County Community Action Agency reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of Community Needs Assessment. A contract for the accepted proposal will be based on the factors described in this RFP.

6. Small/Minority-Owned Businesses and Women’s Business Enterprise

Efforts will be made by Pike County to utilize small businesses, minority-owned firms and women’s business enterprises.

7. Notification of Award

A decision regarding the selection of the successful Respondent is expected to be made on or about the week of March 15, 2022. Upon conclusion of final negotiations with the successful Respondent all Respondents submitting proposals will be informed in writing of the decision.

Time Period:

Time period for services shall be completed and invoiced no later than December 31, 2022.

Proposal Format and Content:

A: Introduction/ Organizational Capacity Limit 2 pages

Provide a summary of your strategy for the project. Provide a brief history of your organization and experience with similar projects.

B: Personnel Limit 2 pages with resumes as an attachment

Please provide a brief description of the qualifications and experience of your staff/team that will be working on this project and provide their resume as an attachment.

C: Work Plan Limit 5 pages

Provide a narrative description of how you will meet the requirements outlined in the scope of the project. The work plan must describe how you will plan for Pike County and Monroe County level statistics to be captured and analyzed separately from the regional analysis and how you plan to get low income participation. Please include what platform you will use for the survey and how you will conduct key stakeholder interviews including low-income participants at or below the 150% Federal Poverty Level and/or focus groups or any combination.

D: Organizational Standards Limit 3 pages

Please summarize how you intend to meet all the CSBG Organizational Standards that are a requirement for this project. <https://nascsp.org/wp-content/uploads/2018/02/needs-assessment-final-8.22-print-to-pdf.pdf>

- Use of Secondary Data Sources
- Collection Methods including; Surveys, Focus Groups, Community Forums, Key Stakeholder Interviews

- Data Analysis Questions
 - o What patterns and common themes emerge around specific items in the data?
 - o How do these patterns (or lack thereof) help to shed light on the community?
 - o Are there any deviations from these patterns?
 - o Do any of the patterns/ emergent themes suggest that additional data needs to be collected?
 - o Do the patterns that emerge support the findings of other corresponding qualitative analyses that have been conducted?
- Review of assets and resources in the Community Action Agency service area of Pike and Monroe Counties.
- Integration of data analysis into an assessment with recommendations for low-income individuals and family services and community engagement opportunities.

E: Timeline Limit 1 page

Provide a timeline for the project that includes when surveys will be started and completed, when the focus groups /interviews will be started and completed.

F: References Limit 1 page with attachments

Please provide at least three references.

G: Budget Limit two pages

Provide a budget summary and justification. This can be a separate document in Excel spreadsheet or a pdf document. We do not require a detailed budget, but enough information to demonstrate you understand the requirement for the project and have planned for implementation costs needed to successfully complete the project.

Technical Assistance:

Questions regarding this RFP may be directed to
 Robert Ruiz, MBA
 Executive Director
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 506 Broad St., Milford PA, 18337

Proposed Timeline (may be modified at Pike County's discretion):

February 14, 2022 RFP release date

February 24, 2022 Deadline for questions to be submitted via email

March 3, 2022 Proposals due

Week of March 15, 2022 Notification of award

November 30, 2022 Project Completion and CNA Community Presentations in each county, Monroe and Pike, to include the Commissioners, Community Services Administrative Board, and the Public.

***** No proposals will be accepted after March 3, 2022**

Proposal Review Process:

The review process will be conducted in two stages, as follows:

1. Preliminary Proposal Review examines the proposal to ensure it contains all requirements specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:

- a. The proposal must have been received in the format indicated in the RFP by the deadline. A proposal not received by the specified date and time will be rejected.
- b. As detailed in the RFP, all relevant sections must be in order, and attachments must be included and received by the deadline. The cover letter of the proposal must be signed by an authorized representative of the applicant.

2. Review Committee Process

- a. All proposals meeting the requirements above will be evaluated by a Review Committee composed of Pike County and Monroe County Staff and select key stakeholders including members of the Community Services Administrative Board. Review Committee representatives will not include applicants to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process. A standardized review tool will be used.
- b. An interview with the top applicant(s) may be conducted.
- c. The Review Committee will submit its recommendation to the Director of Pike County Human Services and present it to the Commissioners for approval. Once an applicant is selected and approved by the Commissioners notification will be sent.

3. Pike County will evaluate proposals on a qualitative basis. This includes review of the firm/consultant's previous engagements and the related materials, interview with personnel to be assigned to Pike and Monroe County Community Needs Assessment, knowledge of the communities, results of discussions with references and the Respondent's completeness and timeliness in its response to Pike County. Please note that the lowest/best bid will not be used as the sole basis for awarding this contract.

******Minority Owned, Service-Disabled Veteran Owned, or Woman Owned Small Business concerns are encouraged to respond.***

Payment:

Payment will be made in three installments with the final installment after the final document has been presented, reviewed, approved, and upon the completion of the last community presentation.
