

**REQUEST FOR PROPOSAL**

**CONSULTING/PROFESSIONAL SERVICES**

**COMPREHENSIVE COMMUNITY NEEDS ASSESMENT**

**action pact**

**510 Tebeau Street**

**Waycross, GA 31501**

[**www.myactionpact.org**](http://www.concertedservices.org)

**Request for Consulting/Professional Services**

**for Community Needs Assessment**

**Invitation**

Action pact, Inc. (“Agency”) is seeking proposals from qualified consultants (“Consultant”) to provide professional services to the Agency to perform a community needs assessment for its eighteen-county service area in Southeast Georgia.

**Background**

Action pact is a private nonprofit Community Action Agency, established in 1965 under the Economic Opportunity Act of 1964 to fight American’s War on Poverty. Action pact is one of approximately 1,000 such agencies across the nation known as a Community Action Agency (CAA). CAA’s serve 96% of our nation’s cities and counties and are a primary source of support for the more than 38 million Americans who live in poverty. Through innovative programs, these CAA’s help thousands of people achieve self-sufficiency each year.

Action pact operates programs in 26.7% of the State of Georgia by currently operating in 29 (18%) of the 159 Georgia counties. The agency has also grown from an annual budget of $300,000 with 75 employees in 1965 to approximately $20,000,000 with over 350 employees in 2023.

**Project Description**

The purpose of this community needs assessment is to gain an in-depth understanding of the perceived current needs, new or projected needs, and unmet needs. The goals of the needs assessment are to:

* Enable action pact to manage programs more effectively;
* Gather data collected from a cross-section of the community to support decisions to refine, strengthen, or eliminate existing programs;
* Gather data collected from a cross-section of the community to support decisions regarding new strategies;
* Prevent duplication of services;
* Gather data from a cross-section of the community regarding public perception of the agency and its services;
* Gather data regarding availability and accessibility of other resources in the service area that may address the needs of low-income and other vulnerable populations;

At a minimum, the following items should be included for each county in the service area as components of the assessment:

* Availability versus demand for affordable low-income housing;
* Unemployment statistics:
* High school drop-out rate;
* Community literacy rate;
* Crime rate;
* Percentage of persons living in poverty, percentage of employed persons living in poverty, percentage of children living in poverty, and percentage of elderly persons living in poverty;
* Demographic make-up of persons living in poverty including, at a minimum, their number, geographic location, veteran status, and racial/ethnic identity;
* Data regarding the health and nutrition needs of the communities as defined by community institutions;
* Summary and analysis of findings, by county, that include;
  + description of critical community needs and contributing factors which may be causing or impacting the needs,
  + Information on the resources/services available in the county in the areas of employment, education, housing, substance abuse prevention, transportation, budgeting, literacy, etc. which address identified needs,
  + Description of existing gaps in services, i.e. unmet needs versus available resources.

**Scope of Work**

It is the intent of the Agency to select a contractor to provide, at a minimum, the services listed below:

1. Develop documents and other instruments to be used to conduct the assessment assuring that a variety of methodologies are utilized throughout the service area;
2. Deliver survey to action pact for distribution to existing clients;
3. Collect and transcribe data collected through focus groups, public meetings, interviews, etc.
4. Collect, analyze and summarize all data as detailed in Project Description section of this document;
5. Prepare a final report including a summary of all findings.

**Requirements of the Agency**

Action pact agrees to:

1. Print and deliver surveys to action pact facilities and return them to the Consultant for entry and analysis;

2. Recruit members for telephone interviews and arrange for or provide suitable facilities for focus group discussions and public meetings, if applicable.

**Proposal Response**

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Agency. Proposing firms should submit their proposal no later than 4:00pm on September 29, 2023. Proposals must be submitted electronically.

**Submittals should be directed to:**

**Diane Rogers, Interim Executive Director**

**action pact**

**drogers@myactionpact.org**

**Preliminary Project Schedule**

The following tentative schedule is anticipated for the project:

Distribution of RFP August 10, 2023

Proposal submission deadline August 31, 2023

***Amended Proposal Submission Deadline September 29, 2023***

Contract award October 20, 2023

Project Completion October April 1, 2024

**Selection Criteria**

After receipt of proposals, the following evaluation criteria and weighing factors will be used to select the consultant for negotiation and award of the contract:

**Component Percent**

* Past Project Experience/Client References 25%
* Project Approach/Methodology 20%
* Project Team 20%
* Project Cost Estimate 15%
* Project Schedule 10%
* Quality of Proposal 10%

**Limitation and Award**

This RFP does not commit the Agency to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The Agency reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with all qualified consultants, and to cancel or change the RFP. After a priority listing of the consultants is established, the Agency will negotiate a contract with the top priority consultant. If negotiations cannot be successfully completed with the top consultant, negotiation will be initiated with the next priority consultant.