



EnAct, Inc.

REQUEST FOR PROPOSALS (RFP)  
RFP# 10112-17

COMMUNITY NEEDS ASSESSMENT

RFP SUBMISSION DATE: FRIDAY, OCTOBER 27, 2017  
BY  
4:00 PM

PROPOSAL CONTACT:

Debby Campbell, Programs Director  
EnAct, Inc.  
1701 – 5th Ave., Ste. 7  
Charleston, WV 25387

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[www.EnActWV.org](http://www.EnActWV.org)

## **RFP: COMMUNITY NEEDS ASSESSMENT:**

EnAct, Inc. (EnAct), one of West Virginia's Governor designated non-profit community action agencies, is seeking proposals from a consultant to perform a Community Needs Assessment for our five (5) county area (Kanawha, Clay, Putnam, Boone, and Fayette counties.) EnAct provides multiple services to low income individuals and families that are dealing with the obstacles of poverty on a daily basis. This wide range of services assist with the identification of these obstacles and customers are empowered with the resources and tools needed to improve their lives.

## **TENTATIVE SCHEDULE:**

RFP Release:	October 16, 2017
Deadline for questions:	October 19, 2017 by 4:00 PM
Responses to questions:	October 23, 2017
RFP submission date:	October 27, 2017 by 4:00 PM
Evaluation, Interview & Selection:	November 1-2, 2017
Award Date:	November 6, 2017
Contract Start Date:	January 3, 2018
1st Year Completion Date:	March 31, 2018
2nd Year Completion Date:	March 31, 2019
3rd Year Completion Date:	March 31, 2020

## **SCOPE OF COMMUNITY NEEDS ASSESSMENT SERVICES:**

The Community Needs Assessment provides a broad view of specific community needs including demographic and economic changes, community and county infrastructure, and community changes and needs. This is a three (3) project with Year 1 being a Comprehensive Community Needs Assessment and Years 2 & 3 (separate) are to be Comprehensive Follow-ups (updated information.) These assessments provide the most comprehensive picture of the status of our coverage area (Kanawha, Clay, Putnam, Boone, and Fayette counties) as well as the needs in these specific areas. Primary data will be acquired from customer surveys and external community focus groups with interviews of key stakeholders. Additional information will be obtained by researching national, state, and local data resources, and EnAct's customer outcome tracking system.

Consultant services are to include, but are not limited to, the following information services:

- Development of a survey
- Collection of survey information
- Round table discussions/focus groups – one (1) per county

- This is to be a community function, not just surveying EnAct customers
- Analysis of all information gathered to include identification of potential poverty indicators
- All-inclusive Report of Findings
  - Total service area findings
  - County by county findings

**SCOPE OF STRATEGIC PLAN SERVICES:**

Upon completion of the Comprehensive Community Needs Assessment (Year 1), consultant services for Strategic Plan Services are to include, but are not limited to, the following information services:

- Work with a Strategic Planning Team to articulate a clear strategic plan for EnAct for 2018-2020.
- Plan should identify specific tasks and objectives for EnAct to pursue over the next three (3) years.
- Conduct a formal analysis of internal and external perceptions of EnAct, as well as evaluate EnAct's success of achieving prior strategic plan goals.
- Identify clear, measurable outcomes for how to measure organizational and strategic effectiveness, impact, and success.
- Develop a timetable of implementation with specific, measurable benchmarks, objectives, and tasks to be accomplished to achieve goals established in the strategic plan.
- Establish a framework and process for EnAct's leadership to effectively implement the strategic plan and monitor progress towards achievement of goals and objectives set forth in the strategic plan.
- Facilitate all meetings and provide leadership, direction, and expert consultation and advice related to the development of an effective strategic plan, including successful implementation.
- Deliverable should be a clear and easily understood strategic planning roadmap, accompanied by a strategic planning timeline, implementation, and evaluation methodology.
- EnAct understands that completing this project requires significant and active participation by its Board and staff, it is important to note that the Vendor selected will be responsible for completing all project work products and final deliverables.
- The final plan will be a working document that will be revised and updated as needed by EnAct's staff.

**QUALIFICATIONS:**

The Vendor must demonstrate the capability to perform the above stated services.

## **PROPOSAL CONTENT:**

To describe clearly the Vendor's understanding of the work to be done, the Vendor will:

- A. Describe the proposed staff's qualifications, experience, and methodology for providing EnAct with the required deliverables and specifications for the above described services.
- B. Describe the proposed staff's qualifications and experience with delivery of non-profit services.
- C. Discuss you and/or your firm's involvement with similar agencies to EnAct.
- D. Describe attributes, special capabilities, techniques or resources that make your firm uniquely qualified to provide these services.
- E. Describe your firm's methodology for delivery of these services.
- F. Provide a list of project deliverables with a detailed timeline for each deliverable and overall project completion for the Comprehensive Community Needs Assessment and Strategic Plan.
- G. Provide a list of at three (3) references.
- H. Describe the level of assistance that will be expected from the EnAct staff.
- I. Vendor must review, sign, and include Exhibit A with the proposal.

## **FEE FOR SERVICE:**

Vendor shall provide the fee for the services to be performed for Year 1 for the period January 1, 2018 through December 31, 2108; for Year 2 for the period January 1, 2019 through December 31, 2019; and for Year 3 for the period January 1, 2020 through December 31, 2020.

- List expenditures that will be absorbed by the Vendor (postage, copy charges, etc.)
- List expenditures that will be additional charges to EnAct (postage, copy charges, etc.)

## **SUBMISSION OF PROPOSAL:**

- A. No bid proposal will be considered for award unless submitted in the bid format described in the RFP. The bid must be fully completed and executed. Bidders shall submit three (3) copies of the completed proposals.

Format: The proposal should be 8½ x 11 inches, unbound. The proposal packet must be submitted in a sealed envelope addressed to,

Debby Campbell, Programs Director  
EnAct, Inc.  
1701 – 5th Ave., Ste. 7  
Charleston, WV 25387

and delivered on or before the date and time specified in this document. Proposals may be mailed, expedited delivered or hand delivered. The envelope should be clearly marked on the outside:

“DO NOT OPEN UNTIL TIME OF BID OPENING”

BID: Community Needs Assessment

RFP# 10112-17

Deadline: FRIDAY, OCTOBER 27, 2017 – 4:00 PM

- B. Bid proposal must contain a title page providing RFP#, date of submission, Vendor’s name, business address, phone number, fax number, name of contact person, email address, and Vendor’s signature.
- C. Attention of bidders is especially directed to the specifications which, in addition to the bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful bidder. Any deviations from the specifications in this RFP shall be proper reason for rejection of all or any part of the bid proposal.
- D. EnAct reserves the right to reject or accept any or all bids or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.
- E. EnAct reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejections of such deviation. EnAct reserves the right to seek supplementary information from any bidder at any time after official proposal opening and before the award. Such information is limited to clarification or amplification of information requested in the original proposal.
- F. EnAct reserves the right to modify this RFP at any time. In the event it becomes necessary to modify or revise the RFP, a written amendment or addendum issued by EnAct is the only method which should be relied on with respect to changes to the RFP. Bidder is responsible to contact EnAct prior to submitting a bid to determine if any amendments were made to the RFP.
- G. **All questions or inquiries concerning this RFP must be submitted in writing no later than 4:00 PM, October 19, 2017.** Written questions or inquiries should be emailed, mailed or faxed to:

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**EnAct will not be responsible for verbal responses made by any parties including the designated contact and/or his/her designee.**

H. A summary of all questions submitted and all answers will be provided to all bidders via EnAct's website (Resources tab) no later than October 23, 2017.

### **EVALUATION PROCESS:**

Proposals will be reviewed and evaluated by EnAct's Finance Committee. The evaluation criteria may include, but is not limited to, the following considerations:

- Professional standing
- Professional experience
- Demonstrated competence in the service area
- Specialized experience of the Vendor and principal staff
- Education and experience of the Vendor and assigned staff
- Familiarity with the required services
- Vendor's ability to respond to short lead time schedules and staff to support the project sufficiently
- Vendor's past performance and ability to coordinate multiple projects
- Vendor's price for services. Note, award for services is not solely dependent on the lowest bid.

### **VENDOR PROTESTS:**

Vendors have the option of protesting certain decisions made by EnAct. Protests based on bid specifications must be submitted no later than five (5) working days' **prior** to the bid opening. Protest of purchase order/contract awards must be submitted no later than five (5) working days **after** the award.

The vendor is responsible for knowing the bid opening and award dates. All protests must be submitted in writing to EnAct's CEO and contain the following information:

1. Name and address of the protestor,
2. Requisition/purchase order/contract number(s),
3. Statement of the grounds for protest,
4. Supporting documentation (if necessary), and
5. Resolution or relief sought.

*Failure to submit this information will be grounds for rejection of the protest.*

The CEO or his designee will review the matter of the protest and issue a written decision. A hearing may be conducted at the option of the CEO or designee.

Continuation or delay of the purchase order/contract award process is at the discretion of the CEO.

EnAct reserves the right to refuse to review any protest where the matter involved is the subject of litigation before a court of competent jurisdiction, has previously been decided on the merits by a court of competent jurisdiction, or has been decided in a previous protest by EnAct. The provisions of this subsection do not apply where the court requests, expects, or otherwise expresses interest in the decision of the organization.