



# REQUEST FOR PROPOSAL

**AGENCY-WIDE COMMUNITY ASSESSMENT**

**FUNDING YEAR 23/24**

*Release Date: February 12, 2024*

*Intent to bid due: February 16, 2024*

*Deadline for Submission: February 23, 2024*



**Project Overview:**

Gaston Community Action, Inc. is seeking qualified consultants to conduct and produce an agency-wide Community Assessment. The selected vendor will conduct community forums, and focus groups, gather volumes of pertinent demographic data from multiple sources, and produce a finished document. The goal is to select the most capable vendor offering the most competitive price.

**Schedule of Events:**

- Release of RFP February 12, 2024
- Intent to Apply due on or before February 16, 2024
- The deadline for submission is February 23, 2024
- Selection of service provider on or about February 29, 2024 (on the GCA website)

**Inquiries & Submission:**

Questions regarding this RFP will only be accepted by email at [bids@gastonca.org](mailto:bids@gastonca.org) with “**Community Assessment**” in the subject line.

All proposals shall be sent to [bids@gastonca.org](mailto:bids@gastonca.org) with “**Community Assessment**” in the subject line. **Proposals received after the due date will be rejected.** This Request for Proposal does not commit GCA to award a contract, to pay any cost incurred in the preparation of a proposal, or to contract for the goods and/or services offered. GCA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to cancel this Request for Proposal if it is in the best interest of GCA to do so.

**Vendor Requirements:**

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business
- Five (5) years of experience in providing satisfactory EAP services
- Possession of all permits, licenses, and professional credentials necessary to provide EAP services

**Information Required with Proposal:**

Each vendor must submit a proposal including:

- Cost
- Time of completion
- Vendor profile (page 5)
- References (page 5)
- W-9

**Description of Service:**

The qualified consultant will be responsible for the coordination of the creation of a fully completed Community Assessment document. The Community Assessment must include specific data and analysis.

The Community Assessment must contain the following:

1. Executive Summary/Key Findings section
2. Qualitative and Quantitative data
3. Data specific to poverty and its prevalence related to gender, age, and race/ethnicity for Cleveland, Gaston, Stanly, and Lincoln counties.
4. Customer, staff, and community input on the impacts of poverty, needs within the Communities and recommendations for further addressing those needs
3. In-depth explanation of the impact of poverty and its effect on the residents of Cleveland, Gaston, Stanly, and Lincoln Counties.
4. An analysis of demographic, data, and economic trends in Cleveland, Gaston, Stanly, and Lincoln counties including:
  - Poverty analysis in all counties
  - Basic needs trends (i.e. housing, food, child care, health costs, transportation)
  - Population trends
  - Location of low-income children 0 to 5 years
  - Location of low-income seniors 60+
  - Migrant trends
  - Birth and death trends
  - Health (including pre-natal care, health insurance, immunizations, oral health, etc.)
  - Nutrition trends (including overweight and underweight children, nutrition education Offerings and free/ reduced lunch counts, etc.)
  - Aging trends
  - Household composition
  - Education attainment (including MEAP rankings, school dropout, etc.)
  - Child development and child care programs
  - Children ages 0 to 5 with disabilities,
  - Type of disabilities
  - Service providers for children with disabilities
  - Foster care trends
  - Social services (i.e. TANF/ FIP/ FAP recipients, homeless, etc.)
  - Languages spoken
  - Income trends/asset development
  - Labor force/ employment/unemployment trends/job opportunities
  - Veterans data
  - Housing data: rental vs. ownership/affordable housing availability
  - Transportation

- Data on Homelessness
- Process approach
- Recommendations
- Conclusions

GCA will:

- Secure adequately sized meeting rooms
- Arrange for customers for project participation

**Evaluation Metrics and Criteria:**

1. The proposal will be selected using the following criteria. The criterion is not in any particular order.
  - Price (25%)
  - Conformity to Gaston Community Action, Inc. Head Start Standards (20%)
  - Vendor’s prior experience (20%)
  - Personnel qualifications of the vendor (20%)
  - Vendor financial stability (15%)
2. Alternatives, variations, and exceptions must be clearly stated.
3. We reserve the right to consider proposals based on their relative merit, risk, and values to GCA.
4. We reserve the right to negotiate with all vendors. The successful vendor may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. Examples of this would be, but not limited to, discontinued materials/models, changes to specifications, and state, federal, or local funding changes.
5. In submitting a proposal, each vendor represents that they have read and understand these requirements.

## Vendor Profile

Business Name: _____
Authorized Representative: _____
Telephone: _____ Email: _____

### References

*Provide at least three (3) references*

Customer Name: _____
Type of Business: _____
Main Contact Person: _____
Telephone: _____ Email: _____

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Type of Business: _____
Main Contact Person: _____
Telephone: _____ Email: _____

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