

**REQUEST FOR COMMUNITY NEEDS ASSESSMENT PROJECT AND REPORT**

Issued: January 14, 2024

Proposals due on or before: February 9, 2024

Inquiries and proposals should be directed to:

Catherine Johnson

Executive Director

Inter-County Community Council

PO Box 189 Oklee, MN 56742

218.796.5144 Ext. 1027

[CJohnson@intercountycc.org](mailto:CJohnson@intercountycc.org)

**General Information**

1. **Purpose/Scope of Work**

Inter-County Community Council Inc. (ICCC) is seeking proposals from qualified parties for conducting a Community Needs Assessment (CNA) of the counties of Pennington, Red Lake, Clearwater and East Polk.

As a Community Action Agency, and recipient of Community Service Block Grant (CSBG) funds, ICCC is required to conduct an assessment every three years to gauge the needs of the communities that the agency serves. ICCC’s last assessment was conducted in 2021.

The Community Needs Assessment includes: creating a survey(s), conducting the survey(s), compiling results, analyzing the data, researching and comparing related US Census Bureau (and related resources), statistics and creating a final Community Needs Assessment Report. The report should be in a publishable format and include the following:

* Assess and synthesize poverty and related data across the Pennington, Red Lake, Clearwater and East Polk County service area noting trends, similarities and differences;
* Consult with and gather quantitative and qualitative data from key stakeholders in order to provide a multi-perspective assessment of community needs;
* Collect customer satisfaction data;
* Develop a comprehensive report that clearly and concisely expresses trends, challenges, service needs, and service gaps impacting low-and-moderate low-income households within the service area;

ICCC Governing board will approve the final report.

The selected applicant will have access to ICCC’s 2021 Community Needs Assessment and Community Action tools. ICCC staff will be available for focus groups and/or interviews. ICCC will help distribute 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 Community Needs Assessment must also address Community Services Block Grant (CSBG) Organizational Standards and Head Start Performance Standards.

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.
* Standard 2.3: The organization communicates its activities and its results to the community. The final Community Needs Assessment Report that can be distributed electronically must also include an Executive Summary or other abbreviated document. A PowerPoint presentation that can be used for community events could be part of the final product.
* 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 could include: quantitative data, qualitative data, customer satisfaction data, resources from within the communities and/or agency reports. 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. The needs should be identified as family, agency, and community levels and the technique on how the needs are prioritized is identified.

Pursuant to the Head Start Performance Standards, the collection and analysis of the following information about Community Action’s Head Start specific service area of Pennington, Red Lake, Clearwater and East Polk Counties at a minimum as stated in the Head Start Program Performance Standard 1302.11 (b)(i-vi).

* The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));

Children in foster care; and

Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies

* The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;
* Typical work, school, and training schedules of parents with eligible children;
* Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;
* Resources that are available in the community to address the needs of eligible children and their families; and,
* Strengths of the community.

1. **Who May Respond**

ICCC is accepting proposals from qualified contractors to select the most capable contractor offering the most competitive price.

1. **Instructions on Proposal Submissions**
   1. Closing Submission Date: Proposals must be submitted no later than 4:00p.m. on February 9, 2024.
   2. Questions: RFP Questions should be directed to Catherine Johnson at 218-796-5144 ext. 1027.
   3. Conditions of Proposal: All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the contractor and will not be reimbursed by ICCC.
   4. Instructions to Prospective Contractors: The proposal shall be submitted electronically by e-mail or dropped off at the office by the deadline.

Via email sent to Catherine Johnson at [Cjohnson@intercountycc.org](mailto:Cjohnson@intercountycc.org) with “Community Needs Proposal” in the subject line.

Or delivered to the office by 4:00p.m. on February 9, 2024 to:

Catherine Johnson

Inter-County Community Council

207 North Main Street

Oklee MN 56742

All proposals must be received on or before 4:00 PM on February 9, 2024. Proposals received after the due date will be rejected.

* 1. Right to Reject: ICCC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
  2. Small and/or Minority-Owned Businesses, Women’s Business Enterprises and labor surplus are firms (200.321): Efforts will be made by ICCC to utilize small and/or minority-owned businesses and women’s business enterprises. A Contractor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
  3. Notification of Award:
     1. It is expected that a decision about selection of the successful contractor will be made by February 19, 2024.
     2. Upon conclusion of final negotiations with the successful contractor, all contractors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful contractor.

1. **Description of Entity**

Inter-County Community Council is a private non-profit Community Action Agency mostly serving the counties of Clearwater, East Polk, Pennington and Red Lake in Northwestern Minnesota. Through varied and multiple programs, Inter-County Community Council helps people who are primarily income eligible. ICCC is governed by a 15-member Board of Directors.

1. **Code of Conduct**
   1. No employee, officer or agent may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest.
   2. Contractors are subject to the non-procurement debarment and suspension regulation implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.
   3. Contractors will be held to a code of ethical conduct, including confidentiality of staff and families that we serve.

**Payment**

Payments will be mailed out within two weeks after receiving the invoice.

**Contractor’s Technical Qualifications**

The contractor, in its proposal, shall, as a minimum, include the following:

1. Prior Experience

The contractor should describe its prior experience including 2 references (the name, address, contact person, and telephone number) of prior organizations serviced.

1. Organization, Size, and Structure

The contractor should describe its business and structure. Indicate, if appropriate, if the business is a small, women’s or minority-owned business.

1. Qualifications

The contractor should describe the qualifications of any individuals who may be assigned to this contract.

1. Understanding of Needs

The contractor should describe its understanding of the needs of Inter-County and other pertinent information.

1. Price

The contractor should describe the price.

1. Certifications

Include:

* Signed certification of Appendix A at the end of this proposal

If awarded the contract will also need:

* A copy of liability insurance
* Conflict of interest form completed
* Verify in writing they have not been debarred from the federal government

**Proposal Evaluation**

1. **Submission of Proposals**

All proposals shall include the information listed above, and a copy of the signed certification. These documents will become part of the contract.

1. **Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

* The proposal is not received in a timely manner in accordance with the terms of this RFP
* The proposal does not include the Certifications.

1. **Proposal Evaluation**

Evaluation of each proposal will be scored according to the scoring criteria laid out below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states, “The Non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals,** except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

|  |  |
| --- | --- |
| Prior Experience | 0-30 |
| Organization, size, and structure of Offeror’s firm | 0-10 |
| Qualifications of Offeror to complete this contract | 0-20 |
| Offeror’s understanding of ICCC needs and objectives | 0-20 |
| Price | 0-20 |
| **Maximum Points** | **100** |
|  |  |

**Review Process**

ICCC may, at its discretion, request meetings with any or all contractors to clarify or negotiate modifications to the contractors’ proposals.

However, ICCC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the contractor can propose.

ICCC will award the contract to the responsible contractor with the highest total points.

**APPENDIX A**

**Certifications**

On behalf of the Offeror:

A. The individual signing certifies that he/she is authorized to contract on the behalf of the Offeror.

B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of the agreement, other than to an employee of the Offeror.

C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition.

D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.

E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

F. The individual signing certifies that he/she has read and understands all of the information in this RFP.

G. The individual signing this certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been disbarred or suspended from doing work with any governmental organization.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024

(Organization’s Name)

(Printed Name & Title of Individual Signing)