



I-CARE, Inc.

REQUEST FOR PROPOSALS

HEAD START COMMUNITY ASSESSMENT

RFP SUBMISSION DATE: FRIDAY, AUGUST 25, 2017 BY 4PM

PROPOSAL CONTACT

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COMMUNITY ASSESSMENT REQUEST FOR PROPOSALS

I-CARE, Inc. (I-CARE), a North Carolina non-profit community action agency, is seeking proposals from qualified consultants to perform a Community Assessment for our CSBG and Head Start service area (including Iredell, Alexander, and Catawba counties.) I-CARE provides an array of services to low income individuals and families that help move them towards self-sufficiency. Our blend of services assists with the identification of obstacles and customers are empowered with the resources and tools needed to start the path to becoming self-sufficient.

Target completion date for this project is **October 15, 2017**.

SCOPE OF COMMUNITY ASSESSMENT SERVICES:

The Community Assessment provides a broad view of specific community needs including demographic and economic changes, community and county infrastructure, and community changes and needs. These assessments provide the most comprehensive picture of the status of our coverage area (Iredell, Catawba, and Alexander counties) as well as the needs in these specific areas. Primary data may be acquired from customer surveys and external community focus groups with interviews of key stakeholders. Additional information may be obtained by researching national, state, and local data resources, and I-CARE's customer outcomes tracking system.

The purpose of this RFP is to obtain consultant services that include, but are not limited to, the collection, compilation, and all-inclusive reporting of the following information in a county-by-county format:

1. the demographic make-up of CSBG eligible customers, Head Start eligible children 0-5 years old and their families, including their gender, age, and racial/ethnic composition;
2. other child development and child care programs that are serving Head Start eligible children;
3. the estimated number of children with disabilities, four years old or younger; their types of disabilities; and available community services and resources;
4. the education, health, nutrition, and social service needs of CSBG eligible customers, Head Start eligible children and their families;
5. the education, health, nutrition, and social service needs of CSBG eligible customers, Head Start eligible children and their families as defined by the families themselves and local institutions;
6. community resources that could address the needs of CSBG eligible customers, Head Start eligible children, and their families;
7. local area statistics that define the economic climate of the service area, including, but not limited to, employment rates, labor market analyses; and,
8. Other key findings on the causes and conditions of poverty and the needs of the communities assessed

QUALIFICATIONS:

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

PROPOSAL CONTENT:

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

- A. Describe the proposed staff's qualifications, experience, and methodology for providing I-CARE with the required deliverables and specifications for the above described services.
- B. Discuss you and/or your firm's involvement with similar agencies to I-CARE.
- C. Describe attributes, special capabilities, techniques or resources that make your firm uniquely qualified to provide these services.
- D. Describe the level of assistance that will be expected from the I-CARE staff.

FEE FOR SERVICE:

Bidder shall provide the fee for the services to be performed through contract completion on October 15, 2017.

SUBMISSION OF PROPOSAL:

- A. No incomplete or late bid proposal will be considered for award.
- B. The proposal packet must be submitted by **4pm** on **August 25, 2017** via email to: bryan.duncan@icare-inc.org. Please reference "Community Assessment Bid" in the subject line of the email.
- C. Bid proposal must contain a title page providing Bidder's name, business address, phone number, fax number, name of contact person, email address, date of submission, and Bidder's signature.
- D. 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.
- E. I-CARE 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.
- F. I-CARE reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejections of such deviation. I-CARE 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.
- G. I-CARE 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 I-CARE is the only method which should be relied on with respect to changes to the RFP. Bidder is responsible to contact I-CARE prior to submitting a bid to determine if any amendments were made to the RFP.

- H. **All questions or inquiries concerning this RFP must be submitted in writing no later than 4:00 PM, Thursday, August 21, 2017.** Written questions or inquiries should be emailed to: bryan.duncan@icare-inc.org

EVALUATION PROCESS:

Proposals will be reviewed and evaluated internally by I-CARE staff. 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 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.

TENTATIVE SCHEDULE:

RFP Release: August 16, 2017

Deadline for questions: August 21, 2017 by 4:00 PM

Responses to questions: August 22, 2017

RFP submission date: August 24, 2017 by 4:00 PM

Award Date: August 25, 2017

Contract Start Date: immediately upon award

Contract Completion Date: October 15, 2017