

Request for Proposal Community Service Block Grant Needs Assessment

South Central Human Resource Agency (SCHRA) is seeking proposals from qualified agencies and organizations to conduct an Agency Wide Needs Assessment. The final document should address both Community Services Block Grant (CSBG) goals/objectives, Head Start goals/objectives, as well as all other agency programming. Services include an assessment of the current needs, unmet needs, future needs, in relationship to the goals and objectives listed below:

The 10 CSBG Domains are:

- Education and Cognitive Development
- Income, Infrastructure, and Asset Building
- Employment
- Health and Social/Behavioral Development (includes nutrition)
- Housing
- Civic Engagement and Community Involvement
- Agency Capacity Building
- Services Supporting Multiple Domains
- Other (Emergency Management/Disaster Relief)
- Linkages (e.g., partnerships that support multiple domains)

The 3 national goals are:

- Individuals and families with low income are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

Required Head Start Objectives include:

Children birth to 5 and their families:

- The number of eligible infants, toddlers, preschool age children, teen pregnancies and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:
 - Children experiencing homelessness according to McKinney-Vento
 - Children in foster care; grandparents raising children
 - 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, childcare 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.
- Number of families receiving childcare certificates in area

- Resources that are available in the community to address the needs of eligible children and their families
- Strengths of the community

In addition to assessing the needs of the community in relationship to the CSBG/Head Start objectives, the needs assessment should also identify gaps in services in the community that are not currently being met through CSBG/Head Start funding.

The document must be completed no later than February 29, 2024. SCHRA intends to execute a contract commencing on October 31, 2023 and ending March 31, 2024. Parties interested in submitting a proposal to provide such services are required to follow the recommended guidelines and instructions contained in this RFP.

Proposals are due and must be received by 4:00 P.M., local time October 17, 2023.

Submit Inquiries to :
Amy Ezell, Finance Director South Central Human Resource Agency PO Box 638 1437 Winchester Hwy. Fayetteville, TN 37334 Phone: 931.433.7182 ext. 1112 Email: aezell@schra.us

All interested individuals, organizations, firms, or other entities, whether for-profit or not-for profit are invited to apply in accordance with the terms and conditions stated in this Request for Proposal. SCHRA reserves the right, at their sole discretion, to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion or all items proposed if deemed in the best interest of SCHRA.

This Request for Proposal package is divided into two parts.

Part I contains general information and instructions necessary for submission of a proposal to SCHRA.

Part II contains information regarding the scope of services to be provided, any general specifications, and documents specific to this solicitation to be completed and submitted as part of a proposal.

PART I
INSTRUCTIONS FOR SUBMITTING PROPOSALS

To be considered, all proposals must be submitted in accordance with these instructions.

Note: the following are general instructions for submitting PROPOSALS. Additional and/or conflicting instructions outlined in the general specifications in this Request for Proposals (RFP) may supersede these instructions.

1. ISSUING OFFICE

This RFP is issued for South Central Human Resource Agency, PO Box 638, 1437 Winchester Hwy., Fayetteville, TN 37334.

2. PURPOSE

This RFP is designed to provide qualified proposers sufficient information to prepare and submit a proposal.

3. SCOPE

This RFP contains the instructions for submitting a proposal, the information to be included in the response and any mandatory requirements, which must be met, for the proposer to be eligible for consideration.

4. WHO SHOULD RESPOND

All interested proposers, who have the capability to meet the specifications, are invited to submit a proposal in accordance with the specification, procedures, dates, and times as set forth herein. Proposals will be accepted from public, private non-profit, or private for-profit firms.

Prior to contracting, private corporations must either be incorporated in the State of Tennessee or registered with the State as a foreign corporation and must be in good standing. Proof of such standing is required prior to the start of the contracting process.

5. PRE-PROPOSAL CONFERENCE

There will not be a pre-proposal conference in relation to this RFP. For questions and clarifying information contained within the RFP, refer to section 6, Inquiries, below.

6. INQUIRIES

Proposers may present questions concerning this RFP to the contact person specified below in this RFP. Any such inquiries must be submitted by e-mail to Amy Ezell (aezell@schra.us). Questions must include the applicants' name, telephone number, e-mail address and the name of the organization(s) being represented. All questions will be answered fully and provided to all applicants via an addendum which will be sent back to the applicants.

7. ADDENDUM TO REQUEST FOR PROPOSALS

If it becomes necessary to revise any part of this RFP, a revised addendum will be issued by SCHRA. SCHRA may re-publish, at its sole discretion, any such addendum.

8. PROPOSAL SUBMISSION

Proposal must be received via electronic submission no later than 4:00 pm, CST, October 17, 2023. No paper proposals will be accepted.

Submit to aezell@schra.us. The subject line should read: **2024 Community Needs Assessment Proposal-(Company Name)-DO NOT OPEN**

9. LATE PROPOSALS

It is the responsibility of the proposer to assure that the proposal packet arrives at the specified location by or prior to, the date and time specified. Proposals postmarked by the due date but received after the due date, will not be considered.

10. REJECTION OF PROPOSAL

SCHRA reserves the right, at their sole discretion, to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion or all items proposed if deemed in the best interest of SCHRA.

11. INCURRING COSTS

Expenses for developing a proposal are entirely the responsibility of the proposer, and SCHRA shall not be liable in any manner for any costs incurred in connection with the preparation, submittal, or subsequent negotiation.

12. RFP CLOSING DATE

All proposals must be received by 4:00 p.m. CST, October 17, 2023 as specified in the RFP. In the event of an emergency (i.e., inclement weather) which causes SCHRA to close their offices, SCHRA has the authority to reschedule the RFP closing date. All proposals will be allowed to resubmit prior to the new date and time specified.

13. INSURANCE

To be in accordance with the terms and conditions of a contract agreement between your agency and SCHRA, the successful proposer will be required to have a current and valid insurance policy in effect. Proof of insurance is a major aspect of contract compliance.

The successful proposer will be required, at its own expense, to secure and deliver to SCHRA a **current Certificate of Insurance (COI) showing coverage for all required insurance with their proposal in hard copy. In addition, prior to the initiation and execution of any contractual agreement, proof the insurance is still current** and to keep in force during the term of the contract.

14. CONFLICT OF INTEREST

No official, officer, or employee of SCHRA shall have any personal or beneficial interest whatsoever in connection with the services, agency, or business proposed within this RFP. The proposer agrees not to hire or contract for services with any official, officer, or employee of SCHRA.

15. PARENT COMPANY/ FISCAL AGENT

If a proposer is owned or controlled by a parent company, or utilizes a fiscal agent, the name, main office address and parent company's/fiscal agent's tax identification number shall be provided in the proposal.

16. NON-DISCRIMINATION

Proposers shall comply with all State and Federal laws, rules, and regulations involving non-discrimination based on race, color, religion, national origin, gender, age, military status, sexual orientation, marital status or physical or mental disability.

17. PROPOSAL DISPOSITION/PROPOSAL OPEN RECORD

All proposals and the materials attached thereto submitted in response to this RFP, except for any identified proprietary material, shall become the property of SCHRA upon delivery to SCHRA. SCHRA reserves the right, in its sole discretion, to use without limitation all information, concepts and data contained therein. Any portions of the proposal that the proposer deems confidential shall be clearly marked as such. An entire proposal marked "confidential" or "proprietary information" will be declared non-responsive. If a request to inspect the proposal, or any portion thereof, is made by a third party, SCHRA will endeavor to treat all materials requested to be kept confidential and non-disclosable to the extent provided by the Tennessee Open Records Act (WY§ 16-4-201). The proposer understands that SCHRA may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. SCHRA will endeavor to inform the proposer of any third-party request for disclosure of such information pursuant to the Tennessee Open Records Act or as may be otherwise made to SCHRA. If the proposer requests that such information be held confidential and not disclosed by SCHRA, the proposer will assume the defense of such position, up to and including litigation, and will indemnify and save and hold harmless SCHRA and the SCHRA Governing Board, its officers and employees, from any expense, fees, costs or liability associated with such third party request or such litigation.

18. COMPLIANCE WITH FEDERAL, STATE, AND CITY LAWS

The proposer agrees to comply with all Federal, State and local laws and regulations applicable to the funding source authorizing any program or activity funded through this RFP (including, but not limited to Title VI of The Civil Rights Act of 1964, including the Limited English Proficiency Requirements).

19. SELECTION OF CONTRACTOR(S): EVALUATION PROCESS

A. COMMITTEE

An evaluation committee will evaluate all proposals received prior to the deadline for completeness and the proposer's responsiveness to all specifications as outlined in the RFP.

B. DISQUALIFICATION

Failure by a proposer to provide all information requested in the RFP may result in disqualification of the proposal.

C. GENERAL EVALUATION CRITERIA

Information submitted by the proposer should be in the order as outlined in the RFP specifications. Proposals will be evaluated according to the following criteria: organization's overall services/history, qualifications and experience, experience with needs assessments, staffing qualifications, service activities, program evaluation, and service rates.

D. RECORD KEEPING

The proposer's record keeping system must be available to program monitors and auditors and must be maintained in an orderly fashion to easily locate necessary documents. Such records must be maintained for a period of seven (7) years after receipt of the final payment under the contract.

E. SUBCONTRACTS

Any subcontracted services proposed by the proposer shall be described and information provided as to the nature of the services. The financial and legal relationship between the proposer and the subcontractor must be described in the proposal and approved by SCHRA prior to initiation of a contract. Proposers and their subcontractors must comply with all confidentiality laws.

F. RECOMMENDATION

The objective of the evaluation committee will be to recommend to the SCHRA Board the proposer whose proposal is most responsive to the specifications as stated in this RFP. The specifications within this RFP represent the minimum performance necessary for response by an interested proposer. Upon the decision of SCHRA, the contract will be prepared and submitted for signature.

20. TERMS OF PAYMENT

Funds are to be distributed to the successful proposer on a reimbursement basis only. Billings submitted for reimbursement must be accompanied by adequate documentation. All costs must be supported by invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. Only those budget items approved in the final contract will be reimbursed. Each billing shall include, but not be limited to, documentation and/or reports as required to support appropriate program expenses. Recipients of SCHRA funds must agree to comply with all applicable federal Regulations including but not limited to financial audits and cost principles contained in the Uniform Guidance.

21. TERM OF SERVICES

Services by the selected proposers are expected to commence on October 31, 2023 and continue through March 31, 2024.

22. RFP CANCELLATION

SCHRA reserves the right, at its sole discretion, to cancel this RFP in whole or in part, if it is in the best interest of SCHRA.

23. CONTRACTING PROCEDURES

The successful proposer will be required to execute a contract with SCHRA. SCHRA reserves the right to contemporaneously negotiate the final terms of the proposed contract with one or more of the highest rated responsive proposers. If SCHRA is unable to reach an agreement as to final contract terms with any selected proposer, SCHRA expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other finalists. All contracts will be executed in accordance with SCHRA contract administration process. Services and payment may commence upon the complete execution of the signed contract between the successful proposer and SCHRA.

24. PROPOSAL FORMAT INFORMATION

This RFP is designed to allow each proposer to highlight the services it intends to provide. To facilitate an effective evaluation process, proposers are instructed to utilize the following format in preparing a proposal.

- Proposal should be prepared on 8½ x 11-inch paper.
- Proposal narratives may not exceed fifteen (15) single spaced pages in length.
- All pages should be numbered in the following manner: page 1 of 15 pages (example: page 1 of 15, page 2 of 15, and so on).
- Page margins must be at least one inch on all sides.
- Any type smaller than a 12-point font will not be accepted in proposal narratives.
- All acronyms must be defined.
- All proposals must be submitted via electronic submission to aezell@schra.us. The subject line should read: **2024 Community Needs Assessment Proposal-(Company Name)-DO NOT OPEN**

Part II
SOUTH CENTRAL HUMAN RESOURCE AGENCY
COMMUNITY NEEDS ASSESSMENT
GENERAL SPECIFICATIONS

A. INTRODUCTION

SCHRA is seeking proposals from qualified agencies or organizations to provide a combined Agency-wide Needs Assessment that addresses the goals of the Community Services Block Grant (CSBG) and Head Start programs, as well as all other agency programming. Services include an assessment of the current needs, unmet needs, future needs, in relationship to the items detailed below:

The 10 CSBG Domains are:

- Education and Cognitive Development
- Income, Infrastructure, and Asset Building
- Employment
- Health and Social/Behavioral Development (includes nutrition)
- Housing
- Civic Engagement and Community Involvement
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- 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, childcare 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.
- Number of families receiving childcare certificates in area
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- Strengths of the community

B. PROGRAM PROPOSAL (15 pages)

The proposal narrative response is limited to a 15-page maximum in length. Other required information and documentation is not counted in the 15-page maximum.

1. Overview

State your organization's mission and vision and its overall service delivery philosophy.

Describe briefly:

- 1) Organization's primary service components and the years in operation.
- 2) Administrative office location
- 3) Vision and mission of the organization

2. Proposer Qualifications and Experience

- a. Describe your organizations current and past experience with conducting community needs assessment including the following information:
- b. Scope and range of services provided by the organization
- c. Number of years conducting community needs assessments
- d. Brief description of services provided by your agency working with poverty related issues that may help in this project
- e. Describe any relevant aspects of the organizations history that demonstrate the capacity to provide the proposed services.
- f. Describe your organizations experience contracting with other governmental and public-sector agencies.

3. Service Activities/Implementation Plan

Describe the service activities and your organizations plan/process for implementing appropriate services, including project design, methodology, service delivery, and coordination for each of the following areas

- a. Obtain and analyze data that will provide an impression of SCHRA from the community at a point in time relative to needs of low-income persons
- b. Examine issues/challenges facing the community as related to low-income persons
- c. Help SCHRA prioritize current needs based on the goals and objectives stated above in the introduction
- d. Help SCHRA identify the needs of low-income individuals and families by better understanding their economic well-being, health and welfare
- e. Help SCHRA understand potential for community partnerships and determine gaps in community services

g. Determine what programs and services are relevant and whether there are new opportunities to better serve the community

4. Program Evaluation.

Describe how your organization will monitor and evaluate the quality of the services.

Specific methods/assessment tools used to measure program effectiveness.

5. Service Rates/Budget

Provide a fee schedule describing the rate structure for the services, including the following:

- a. Budget
- b. Budget Narrative