

**Request for Proposal  
Community Service Block Grant Needs Assessment**

The Campbell County CARE Board, through the Wyoming Department of Health is seeking proposals from qualified agencies and organizations to conduct a Needs Assessment for the Community Services Block Grant (CSBG). Services include an assessment of the current needs, unmet needs, future needs, in relationship to the nine federal objectives and three national goals.

**The 9 federal objectives for CSBG are:**

- Education
- Emergency Services
- Employment
- Health
- Housing
- Income Management
- Linkages
- Nutrition
- Self Sufficiency

**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 in building opportunities in their communities.

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

The funding available under this Request for Proposals (RFP) will be estimated at \$15,000 for a needs assessment and report to be completed in a four-month time period. The CARE Board intends to execute a contract commencing on January 21, 2019 and ending May 21, 2019. In all cases the Campbell County CARE Board reserves the right to negotiate all contract amounts. 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 December 6, 2018.**

<b>RFP Information</b>	<b>MAIN CONTACT</b>	<b>Submit Inquiries and Registration to:</b>
<b>Person: Bethany Raab</b>		<b>Bethany Raab</b>
Bethany Raab, CARE Board Liaison Office of Campbell County Commissioners 500 S. Gillette Avenue, Suite 1100 Gillette, WY 82716 Phone: (307) 687-6324 Fax: (307) 687-6325 E-mail: BLR01@ccgov.net		

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 Proposals. The CARE Board 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 the Campbell County CARE Board.

This Request for Proposal package is divided into two parts.

Part I contains general information and instructions necessary for submission of a proposal to the Campbell County CARE Board.

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 the Campbell County CARE Board, 500 South Gillette Avenue, Suite 1100, Gillette, WY 82716.

**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, which meet at least one of the following criteria:

- a. Political entity of the State of Wyoming
- b. Incorporated in the State of Wyoming and in good standing
- c. A foreign corporation registered with the Wyoming Secretary of State and in good standing.

Prior to contracting, private corporations must either be incorporated in the State of Wyoming 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 Bethany Raab (BLR01@ccgov.net) or in writing and faxed to (307) 687-6325 through December 3, 2018. Questions must be typed or printed clearly, and 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 submitted to all applicants and posted at “bidding opportunities” at: <http://www.ccgov.net/bids.aspx>

**7. ADDENDUM TO REQUEST FOR PROPOSALS**

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

**8. PROPOSAL SUBMISSION**

Proposal must be received no later than 4:00 pm, MST, DECEMBER 6, 2018. Proposers mailing their submissions must allow sufficient delivery time to ensure receipt of their proposals on or before the time and date specified at:

Campbell County CARE Board  
500 South Gillette Avenue, Suite 1100  
Gillette, WY 82716

To the attention of:

Bethany Raab, CARE Board Liaison (no facsimile (fax) or email copies will be accepted).

One (1) proposal clearly marked “original” and three (3) copies as well as an electronic copy as stated on the “response checklist” should be submitted in an envelope or container with the name of the proposer clearly shown on the top left-hand corner of the envelope.

**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**

The CARE Board 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 the Campbell County and the CARE Board.

**11. INCURRING COSTS**

Expenses for developing a proposal are entirely the responsibility of the proposer, and the CARE Board 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. MST, December 6, 2018 as specified in the RFP. In the event of an emergency (i.e., inclement weather) which causes the Campbell County Commissioners to close the Campbell County Courthouse, the CARE Board 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 the Campbell County CARE Board, the successful proposer will be required to have a current and valid insurance policy in effect always. 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 the CARE Board **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 always during the term of the contract.

### **14. CONFLICT OF INTEREST**

No official, officer, or employee of Campbell County, or the Campbell County CARE Board 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 the CARE Board.

### **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 the CARE Board upon delivery to the CARE Board. The CARE Board 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, the CARE Board will endeavor to treat all materials requested to be kept confidential and non-disclosable to the extent provided by the Wyoming Open Records Act (WY§ 16-4-201). The proposer understands that the CARE Board may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. The CARE Board will endeavor to inform the proposer of any third-party request for disclosure of such information pursuant to the Wyoming Open Records Act or as may be otherwise made to the CARE Board. If the proposer requests that such information be held confidential and not disclosed by the CARE Board, the proposer will assume the

defense of such position, up to and including litigation, and will indemnify and save and hold harmless the Campbell County and the Campbell County CARE 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. Once the review is completed, recommendations for funding will be presented to the entire board of directors for final determination of the successful proposers and dollar amount of the contracts.

**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. The proposer's record keeping system must be electronically compatible with excel computer software program and must be maintained to easily locate necessary documents. Such records must be maintained for a period of six (6) 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 the CARE Board 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 CARE 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 the CARE Board, the contract will be prepared and submitted for signature through Campbell County's contract approval signature process.

## **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 properly executed payrolls, time sheets, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. The successful proposer will be required to submit monthly billings due by the 5th day of each month for the preceding month. 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 CARE Board funds must agree to comply with all applicable federal regulations including but not limited to financial audits contained in OMB Circular A-133, cost principles contained in OMB Circulars A-87 and 122 and other relevant OMB Circulars.

## **21. TERM OF SERVICES**

Services by the selected proposers are expected to commence on January 21, 2019 and continue through May 21, 2019. All contracts, contract amounts, and extensions are contingent upon funding availability and contractor performance.

## **22. RFP CANCELLATION**

The Campbell County CARE Board reserves the right, at its sole discretion, to cancel this RFP in whole or in part, if it is in the best interest of Campbell County.

## **23. CONTRACTING PROCEDURES**

The successful proposer will be required to execute a contract with the Campbell County CARE Board.

The CARE Board reserves the right to contemporaneously negotiate the final terms of the proposed contract with one or more of the highest rated responsive proposers. If the CARE Board is unable to reach an agreement as to final contract terms with any selected proposer, the CARE Board 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 Campbell County contract administration process. Services and payment may commence upon the complete execution of the signed contract between the successful proposer and the CARE Board.

#### **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 ten (10) single spaced pages in length.
- ☐ All pages should be numbered in the following manner: page 1 of 10 pages (example: page 1 of 10, page 2 of 10, 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 bound together by a binder clip. Do not use professional binding methods, staples, or paperclips.
- ☐ Electronic copy of proposal on flash drive or CD



**Part II**  
**CAMPBELL COUNTY CARE BOARD**  
**COMMUNITY SERVICES BLOCK GRANT COMMUNITY NEEDS ASSESSMENT**  
**GENERAL SPECIFICATIONS**

**A. INTRODUCTION**

The Campbell County CARE Board is seeking proposals from qualified agencies and organizations to provide a Needs Assessment for the Community Services Block Grant (CSBG). Services include an assessment of the current needs, unmet needs, future needs, in relationship to the nine federal objectives and six national goals outlined by CSBG.

**The 9 federal objectives for CSBG are:**

- Education
- Emergency Services
- Employment
- Health
- Housing
- Income Management
- Linkages
- Nutrition
- Self Sufficiency

**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 in building opportunities in their communities.

**B. PROGRAM PROPOSAL (10 pages)**

The proposal narrative response is limited to a 10-page maximum in length. Other required information and documentation is not counted in the 10-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 the accounting system you utilize to provide fiduciary accountability.
- g. 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 Campbell County 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 the CARE Board prioritize current needs based on the nine federal CSBG objectives
- d. Help the CARE Board identify the needs of low-income individuals and families by better understanding their economic well-being, health and welfare
- e. Help the CARE Board 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