

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION

Request for Proposal for a Low Income Needs Assessment

December 15, 1994

ORGANIZATION

The Washington County Community Action Organization (WCCAO) is a private, non-profit agency addressing the causes and conditions of poverty in Washington County. A range of services are provided directly and through sub-contracts the address emergency, basic needs and longer term self-sufficiency for low-income families. In addition, the agency is involved in community planning, advocacy, education and coalition building. The programs offered include shelter, transitional housing, affordable housing development, Head Start, child care and housing advocacy, Weatherization, rent and energy assistance, information and referral and case management.

BACKGROUND

In preparation for the development of a strategic plan to focus the agency's resources and activities on priority needs, WCCAO is seeking the services of a professional consultant. The consultant will coordinate a process and develop a report and executive summary that assesses the needs of low income people residing in Washington County, the resources available and the gaps in needed support. This report should be attractive in design so that it is useful in making public presentations. The report needs to be completed by May 31, 1995.

SCOPE OF WORK

The scope of work will include the following:

- To develop a process that can effectively identify existing and emerging needs and issues of the low income community. This process needs to document demographic, service and resource data, as well as the perspective of the low income community.
- To meet with the Board Planning Committee to gain approval on the process and to report on progress.
- To research and review relevant materials that document existing needs, demographic data and resources. WCCAO has assembled several needs documents for reference, which include the 1990 Census data for Washington County, 1993-94 local homeless needs study, Washington County Human Services Needs statements, 1994 farmworker needs study, Washington County Affordable Housing Study, to name a few.
- To develop the instruments needed to gather information from a variety of constituencies, including low income people, key informants, county leaders, and service providers. To design and implement a survey process utilizing agency staff and volunteer resources. The use of focus groups as a method for gathering information is of interest to us.

- To assemble and analyze the data in the form of a report with an executive summary of the key findings. The report should identify service and resource gaps.

INFORMATION DESIRED

In general, WCCAO is seeking the following information, but would like to finalize the specific data to be collected with the consultant. Desired information includes, but is not limited to:

A. A demographic breakdown of the people in Washington County and WCCAO clients in the following groups:

1. Income at or below 150% of federal poverty
 - Public Assistance recipients
 - Non-Public Assistance recipients
2. Seniors
3. Farmworker population
 - Seasonal, year-round
 - Migrant
4. Undocumented workers
5. Homeless
6. Victims of domestic violence
7. People w/ disab.

8. Non English Spk. (9) Gen pov.

(10) Film demog

B. Community resources

1. Affordable housing stock
2. Affordable child care slots
3. Accessible transportation
4. Accessible jobs
 - Family wage jobs Vs minimum/entry level wage jobs
 - Skilled Vs unskilled labor
5. Job related education and training resources
6. Accessible health care

C. Inventory of Social Services

1. What exists
2. Who is served
3. Who isn't being served
4. Waiting lists
5. Recent changes in services, clients and funding
6. How services are marketed and coordinated
7. How services are paid for

D. Low Income People's Perspective

1. Demographics of those interviewed/surveyed
2. What are their dreams/aspirations/goals?
3. What do they perceive as barriers to achieving their goals?
4. What support do they feel they need to overcome the barriers and achieve their goals?
5. Who do they turn to when they need help?

6. How do they get information?
7. How are services accessed?
8. What services are used, needed, and how could they be offered more effectively?

E. Trends: What trends are occurring that could impact services, low income needs and funding?

F. Attitudes: What attitudes exist that could impact services, low income needs and funding?

BUDGET AND RESOURCES

The total cost for this assessment and report may not exceed \$10,000. The agency will provide staff and volunteers to perform the constituency interviews . The consultant must include in their proposal sufficient budgeted funds to cover all expenses for the provision of the scope of work including:

- Professional fees, licenses and dues.
- Insurance bonding if required.
- Costs of any and all travel, meals and lodging required in performing these services.
- Any and all sub-contracted professional or consultant services.
- General administrative costs, overhead, salaries, taxes and benefits, etc. which are normal costs associated with doing business.

SUBMISSION REQUIREMENTS

To be considered for this work, qualified consultants must submit the following **by 5:00 PM on Friday, January 13, 1995** to WCCAO, 451 S. 1st, Suite 600, Hillsboro, Oregon 97123:

A. Qualifications

1. Describe relevant work experience of individual(s) who will be performing the work.
2. Summarize history of relevant projects the individual(s) has completed, including the name and phone number of a reference for each project.
3. Provide a sample of any needs assessment report that consultant has produced.

B. Description of Approach

1. Describe the process to be used to complete this project. Include the tools and methods that will be utilized.
2. Describe the skills that will be brought to this project to assure its successful completion.
3. Include a timeline which describes the work program and when tasks will be completed.

C. Budget

Provide a proposed budget for services with a breakdown of the significant cost categories.

SELECTION OF QUALIFIED BIDDER

WCCAO will review proposals according to the following criteria:

- Responsiveness to this RFP
- Quality of the approach and methodology to be used
- Experience and qualifications of the consultant(s)
- The proposed fee
- Ability to meet the project schedule

WCCAO reserves the right to reject any or all proposals submitted or to modify proposals. No payment will be issued for the preparation of proposals. Late proposals will not be considered. WCCAO encourages minority owned enterprises (MOE), women-owned enterprises (WOE), and emerging small businesses (ESB) to apply. The consultant will be selected and notified to begin work by February 1, 1995.