



REQUEST FOR PROPOSALS

Three-Year Community Action Plan (FY 2012-2014)

For

Worcester Community Action Council, Inc.

484 Main Street

Worcester, MA 01608

Background

Worcester Community Action Council, Inc. (WCAC) is the largest federally mandated anti-poverty agency in Central Massachusetts and is one of 24 Massachusetts Community Action Programs (MASSCAP) in the Commonwealth. Our mission is “*to stimulate change in the fundamental causes of poverty and to create and provide opportunities for economic self-sufficiency through services, partnerships, and advocacy.*”

For 45 years, WCAC’s 120 employees have served low-income individuals and families in Worcester and 36 South County communities. In 2009, over 72,000 individuals and families were supported through one of 20 agency programs to improve the quality of life and create opportunities for self-sufficiency. WCAC’s focus areas include *Education, Employment, Energy, Asset Development, and Agency Capacity Building*. WCAC supports these programs through state and federal funding, utility programs, public and private contributions, along with local donations.

Need

WCAC is in the process of developing a three-year Community Action Plan, which “is intended to detail the service delivery and capacity building activities supported by [federal] Community Services Block Grant funds.”¹ “As part of the annual application and plan required by §676 of the Community Services Block Grant Act (CSBG) as amended, (42 U.S.C. 9901 et seq.) (the Act), the Department of Housing and Community Development acting as the lead agency for the administration of the CSBG hereby agrees to the Assurances in §676 of the Act.”²

Scope of Services

WCAC is accepting bids for the development of the Strategic Workplan: design and implement the community needs and assess the service delivery system; build the plan in accordance with the CSBG national indicators and outcome measures; develop comprehensive goals, objectives, and strategies for services; research and develop funding strategies as well as recommend potential revenue-generating streams; and compile all material in a three-year (FY 2012- 2014) Community Action Plan. The plan will consist of the following components:

¹ Division of Community Services, Community Services Unit. *Community Action Plan Development Guide: fiscal years 2009-2011*, p 3.

² Ibid. p8.

1. Community Profile/Service Area Profile (with map)
2. Community Needs Assessment
3. Internal Needs Assessment*
4. Service Delivery System
5. National Indicators and Outcome Measures
6. Linkages
7. Funding Strategy
8. Recommendations/Conclusion

*Assumption: Economic challenges are more difficult for WCAC customers than ever before. Compounding the fluctuating economy, Worcester now has the highest immigration rate in the state. What is the continuum of Basic/Family Needs that the WCAC will need to address over the next three years?

The consultant will be required to submit a final report that includes all of these components and all relevant appendices.

Terms & Schedule Deliverables

WCAC expects the selected consultant to provide the work identified in the Community Action Plan scope of services on the following schedule (measured from the date of contract execution):

Phase I: Develop and finalize Workplan and Survey Instruments, and research and collate data for Community Profile/Service Area Profile -- due January 31, 2011*

Phase II: Implement Community and Internal (Board and Staff) Needs Assessments, describe service delivery system, and compile draft of all components -- due April 15, 2011*

Phase III. Assign CSBG National Indicators and Outcome Measures, expand Linkages, develop Funding Strategy, and prepare Recommendations/Conclusion to Phase III. Finalize and submit Community Action Plan and all collateral materials -- due May 31, 2011*

Phase IV. Formative Assessment – Develop a tool for basic internal reporting using outcome measures and other appropriate tools. Provide two (2) “point in time” reports for Board of Directors and funders—one at 6 months, one at 12 months. – due March 31, 2012 and September 30, 2012. (WCAC will use developed reporting tool for years 2-3.)

RFP submissions due Friday, September 24, 2010

Selection by Friday, October 8, 2010

Service Contract Executed by October 15, 2010

Phase I completed by Friday, January 31, 2011

Phase II completed by Friday, April 15, 2011

Phase III completed by Friday, May 31, 2011

Phase IV. Completed by March 31, 2012 and September 30, 2012

RFP Format

Hard copy proposals may be hand delivered to WCAC with an electronic copy emailed or proposals may be sent via U.S. Post with an electronic copy emailed. Proposals shall be

submitted on 8 ½” X 11” paper, printed on one side, using one-inch margins, with a print font of 11 or larger.

The selection criteria will include the experience of the consulting firm and the individuals to be assigned to this project in assisting with the assessment and development of the Community Action Plan.

Minimum Criteria

To become eligible for final consideration for this contract, a proposal must be submitted in conformance with the requirements set forth above, be complete in its responses to all requests for information found in this RFP and must, without fail, include the following information:

- a) A transmittal letter identifying: (i) the proposed project team, including sub-consultants or other individuals or firms to be retained by the selected consultancy if awarded this contract; (ii) biographies of the key (non-administrative) personnel; (iii) the extent to which each key person will participate in this project; (iv) each team member’s experience; (v) an organizational chart; (vi) the key contact person and contact information.
- b) A list of the location of the principal office of the consultancy and the locations of all other offices of the consultancy in the United States.
- c) A statement showing the experience the consultancy and the individuals to be assigned to this project have in providing independent consultancy services to the Worcester Community Action Council A list with the descriptions of the proposer’s last three relevant projects, with references.
- d) Three current references.
- e) Sample of similar work product submitted under separate cover (not faxed).

Selection Criteria

Clarity of proposal and work plan, timeline, and proposed product will be evaluated. The proposed project budget and associated costs are considered. Provide cost per phase and complete project cost. Upon selection, a contract between WCAC and the consultant will be executed.

Timeline for Selection

Mailed or emailed bids are due no later than **September 24, 2010** to:

Jill C. Dagilis, Executive Director
Worcester Community Action Council, Inc.
484 Main Street
Worcester, MA 01608

Email: dmcgrath@wcac.net