Illinois Association of Community Action Agencies (IACAA)

Request for Proposal (RFP)

Statewide Community Action Assessment Report

REQUEST FOR PROPOSAL

PREPARED BY MICHELLE PULCE
ILLINOIS ASSOCIATION OF COMMUNITY ACTION AGENCIES
3435 Liberty Drive
Springfield, IL 62704
Request for Proposal

**Submission Date:** December 19, 2016

**Question Submission Deadline:** December 12, 2016

**RFP Contact Name:** Michelle Pulce

**Contact Address:** 3435 Liberty Drive, Springfield, IL 62704

**Telephone Number:** 217-789-0125, extension 131

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**Introduction**

The Illinois Association of Community Action Agencies invites and welcomes proposals to prepare a Community Action Report for the state of Illinois. Community Action is a nation-wide poverty fighting network that receives federal funding, the Community Services Block Grant (CSBG), to help families in poverty become self-sufficient. Community Action Agencies (CAAs) are required to conduct needs assessments for their service areas and prepare a Community Action Plan to describe how their agency will address needs identified in their assessments. IACAA currently prepares a statewide report that shows how CSBG is used to help families overcome the conditions of poverty. CSBG dollars are flexible and Community Action is able to leverage those funds to assist families in employment, education, housing, financial counseling, health care and other areas. This year IACAA would like to change the scope of the statewide report to include more of an analysis of the Community Action Plans and what they say about poverty in Illinois, strategies used by the CAA network and other findings that can help advocate for Community Action.

Bidders should note that any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractors—exceptions.

**Project and Location**

The bid proposal is located in Springfield, Illinois, 62704.
Project Manager Contact Information
The following individual is assigned contacts for the following:
Name: Michelle Pulce
Title: Vice President of Programs
Phone: 217-789-0125
Email: mpulce@iacaanet.org

For questions or information regarding the Authorized signature contact:
Name: Dalitso Sulamoyo, PhD
Title: President/CEO
Phone: 217-789-0125
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PROJECT OBJECTIVE
- The objective of this project is to analyze the Community Action Plans for all 37 agencies to identify trends, strategies, gaps and opportunities in the work of Community Action.
- To examine the work of Community Action in the context of poverty in Illinois.

Audience of the report --- state and federal policymakers, both legislative and administrative, local Community Action Agencies

PROJECT SCOPE AND SPECIFICATIONS
- At a minimum the following sources of data must be analyzed:
  o Review all 37 Community Action Agencies Community Action Plans
  o Information Survey Database that includes funding, service and outcome data
  o Quarterly Reports from the state’s STARS system
  o Illinois poverty data
  o Other states Community Action Reports
- Prepare an executive summary that includes the major findings
- Prepare a visually appealing report that can be shared with policymakers both hard copy and digital upon IACAA’s website—data broken out by congressional districts, infographics, charts
SCHEDULED TIMELINE
The following timeline has been established to ensure that our project objective is achieved: however, it is subject to change depending on management and the selected vendor.

**Pre-meeting/planning:** December 28, 2016  
**First Draft:** March 3, 2017  
**Second Draft:** April 7, 2017  
**Report Completed:** May 1, 2017

PROPOSAL BIDDING REQUIREMENTS
The Illinois Association of Community Action Agencies shall award the contract to the proposal that best accommodates the various project requirements. IACAA reserves the right to award any contract prior to the proposed deadline stated within the scheduled timeline or prior to the receipt of all proposals, award the contract to more than one bidder and refuse any proposal or contract without obligation to either Illinois Association of Community Action Agencies or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL
All proposals must be received by IACAA electronically no later than 5pm close of business central time zone on **Monday, December 19, 2016.**

PROPOSAL SELECTION CRITERIA
The following criteria will be given considerable weight in the proposal selection process:

Proposals received by the stipulated deadline must be in the correct format.

Bidder’s performance history and alleged ability to timely deliver proposed services.

Bidder’s ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute

Overall cost effectiveness of the proposal

IACAA shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.
PROPOSAL SUBMISSION FORMAT

Summary of Bidder Background
- Bidder’s Name(s)
- Bidder’s address
- Bidder’s contact information and preferred method of communication
- Legal form of bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder’s Company Formed
- Description of Bidder’s company in terms of size and types of services offered and clientele
- Bidder’s principal officers
- Bidder’s Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Illinois (e.g. business license number)
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organizational chart showing key personnel that would provide services to Illinois Association of Community Action Agencies

Financial Information
- State whether the bidder or its parent company has ever filed for bankruptcy or any form of Reorganization under Bankruptcy Code.
- State whether the Bidder or parent company has every received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposal Description and outcome
- Summary of work to be completed and timeline.

Equipment or Service
- List any accommodations, services or space required from Illinois Association of Community Action Agencies along with a brief explanation.

Cost Proposal Summary and Breakdown
- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Samples of Work
- Provide 2 samples of reports of similar depth. Preferred format: electronic