



**COMMUNITY PARTNERSHIPS
REQUEST FOR PROPOSAL
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Attachment A—Letter of Intent

Attachment B—Community Partnerships Proposal Response Form

A. BACKGROUND

The mission of the Town of Greenwich's Department of Social Services (GDSS) is to enhance the quality of life of Greenwich residents through support in meeting basic human needs and promoting services that foster self-sufficiency and economic independence. To achieve our mission, we are focusing our efforts on five key areas of need, which have also been highlighted in the United Way's Needs Assessment.

These five areas of need are as follows:

- **Education**—positive child and youth development (behaviors and choices) and mentoring for children 3-14 years of age
- **Employment and Vocational Training**—increase skills for self-sufficiency
- **Housing**—emergency/crisis shelter
- **Medical/Mental Health**—access to timely and quality counseling services
- **Personal Safety** — protection against abuse, neglect, and domestic violence

GDSS recognizes that we, alone, cannot effectively meet all these needs. Our goal is to foster a strong collaborative spirit across the agency network to strengthen the community's capacity to provide basic human services to individuals and families in need through the efficient and effective use of resources.

GDSS understands the importance of having a coordinated and collaborative relationship with non-profit organizations in the community so that our residents are provided the best and most cost-effective services. We also recognize our responsibility in supporting these services and ensuring their sustainability so they are available when needed.

B. PURPOSE OF RFP

This Request for Proposal (RFP) invites responses from organizations related to one or more of the five need areas specifically mentioned. We plan to fund the selected agencies for the development (start-up), maintenance, or expansion of services/programs that complement the Department's mission. Our objective is two-fold: 1) address key areas of community need (education, employment, medical/mental health, personal safety, and housing) and 2) foster collaboration between organizations to strengthen the community's response to these needs.

The purpose of this RFP is to provide interested parties with an understanding of GDSS' requirements and sufficient information to complete the Community Partnerships Proposal Response Form (refer to Attachment B) within the prescribed timeline. All respondents are expected to complete Attachment B, as this will be the only document that will be considered for further evaluation by GDSS.

C. PROPOSAL REQUIREMENTS

There are three key requirements for responding to this RFP.

#1: Complete the Letter of Intent (Attachment A). Once completed, provide Attachment A to the designated person on or before May 23, 2014. The receipt of the Letter of Intent reflects your organization's interest in submitting a response to this RFP and does not bind you in any way to respond to the RFP.

#2: Complete the Community Partnerships Proposal Response Form (Attachment B). Submit Attachment B to Dr. Alan Barry on or before June 20, 2014. All respondents must submit Attachment B for their responses to be formally considered in GDSS' funding evaluation process.

#3: Submit a Customized Progress Report. GDSS and its Board wishes to objectively review and evaluate both the use and influence of any provided funds. As such, GDSS expects there to be a rigorous exchange of information between each agency and the Department on a quarterly basis. To accommodate our expectations, we will work with each agency to design a customized Quarterly Progress Report for their particular organization. The information/metrics that will be presented in the report will reflect the services and outcomes of the agency. We are available to discuss your sample Quarterly Progress Report. Please submit the sample Quarterly Progress Report along with a completed Attachment B by June 20, 2014.

D. EVALUATION & SELECTION CRITERIA

The responses to our RFP will be evaluated in accordance with the procedures contained in this section. During the evaluation process, GDSS reserves the right to validate selected data provided and may request additional information from an agency that responds in order to make the most informed decision.

The evaluation process spans five major categories. Each category has specific criteria that will be evaluated against the received responses. A certain number of points will be assigned to each category and the criteria set forth will be used as the basis for ultimately determining the precise number of points awarded and for selecting those agencies that will be funded under the Community Partnership Program.

The five categories to be evaluated, their specific criteria, and the points allotted to each category are as follows:

Proposal Response Assessment—10 Points

- Thoroughness/Completeness
- Timeliness
- Reliability/Integrity of Data Provided
- Extent of Supplementary Information Provided

Strategic Fit Assessment—30 Points

- Alignment with DSS' Priorities
- Description of Service/Program
- Service/Program Track Record
- Accessibility of Location

Funding Request Assessment—30 Points

- Urgency of Need
- Reasonableness of Amount Requested Based on Defined Need vs. Financial Resources Available to the Agency
- Budget for the Proposed Year
- Description of All Funding Sources and Funding Strategy

Progress Reporting Assessment—10 Points

- Supportive Data
- Proposed Outcomes
- Mix of Figures/Narrative
- Improvement of Progress Reports Submitted vs. Current Report Form

Collaborative Spirit Assessment—20 Points

- Responsiveness to DSS' Clients
- Referrals to/from DSS
- Interest/Track Record in Collaboration
- Extent of Collaboration with Another Agency in Proposal Response

Total Possible Points—100 Points

E. KEY DATES

There are a number of dates that merit careful consideration in responding to this RFP.

Date	Event
April 30, 2014	RFP Announced/Released
May 23, 2014	Deadline for Letter of Intent (4PM)
May 23, 2014	Deadline for Written Questions (4PM)
May 30 2014	Official Responses to Questions Released
June 20, 2014	Deadline for Proposal Response Form and Sample Progress Report (4PM)
June 23-July 25, 2014	GDSS Evaluation Process
August 1-15, 2014	Site Visits for Selected Entities
August 18-22, 2014	Appointments Arranged with Evaluation Committee
September 2-19, 2014	Meetings with Evaluation Committee
September 22, 2014	Preliminary Funding Review by GDSS Board
October 1, 2014	Terms and Conditions (T&C) Letter Released
October 13, 2014	Due Date for Return of Signed T&C Letter
October 22, 2014	Final Funding Recommendation by GDSS Board
November 18, 2014	GDSS Board Approval and Budget Submission

F. TERMS AND CONDITIONS

1. All responses to this RFP become the property of GDSS, and as such may be subject to public review.
2. Any costs and expenses incurred by an organization in preparing or submitting responses are the sole responsibility of the respondent.
3. This RFP does not commit GDSS to award funds.
4. GDSS reserves the right to request additional information and/or clarification from any respondents to this RFP.
5. A respondent must be prepared to present evidence to their responses to satisfactorily meet the requirements set forth or implied in the RFP.
6. In some cases, respondents may be asked to attend a meeting or be interviewed to provide further explanation to GDSS' RFP Evaluation Committee.
7. If a response involves two or more respondents the precise amount of funding requested by each respondent needs to be clearly stated and a signed letter be provided that sets forth the specific amounts for each party.

8. All respondents to the RFP must conform to instruction. Failure to include required signatures, meet deadlines, answer all questions, follow the required format, or failure to comply with other requirements of the RFP may be considered appropriate cause for rejection of the response. All communication must be done through the GDSS Commissioner.
9. The contract produced from the selection process will represent the entire agreement between the respondent and GDSS and will supersede all prior negotiations, representations, or agreements—alleged or made—between the parties. Terms of contract are for one year with no guarantee of automatic renewal or the full distribution of funds pledged.
10. GDSS may terminate the funding agreement, in whole or in part, for default based on the following conditions: (i) respondent fails to provide GDSS with timely and/or acceptable progress reporting data; (ii) insolvency of the respondent; (iii) loss of key personnel responsible for administering the program/service; (iv) lack of responsiveness to GDSS inquiries; or (v) respondent fails to fulfill any of its obligations. Prior to termination, GDSS shall notify respondent of the default condition and shall allow respondent thirty(30) calendar days within which to rectify the condition. If the condition is ameliorated within the allowed period, the funding agreement shall remain in full force. If the default condition remains beyond the allowed period; GDSS may terminate the funding agreement, in whole or in part by written Notice of Termination to the respondent. All notices of termination shall minimally state the basis for termination, and the date upon which such termination will become effective.

ATTACHMENTS FOLLOW

Attachment B

Town of Greenwich

Department of Social Services

Community Partnerships Application Form

July 1, 2015 - June 30, 2016

I. Applicant Information

Organization / Agency		Executive Director	
Contact Person		Title	
Address		City	State
Telephone	Federal ID Number	Contact Person's Email Address	

II. Program Profile (Please provide a separate narrative overview)

Name of Program			
New Program	Ongoing Program	Expansion of Ongoing Program	

Program Goal(s): _____

Program's Client Metrics:	Overall Client Count: _____	Greenwich Residents Count: _____
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Program Budget: \$ _____

Amount of Funding Requested: \$ _____

Note: Please answer all questions on this form. Submit the completed form along with the following documents. Any document missing from your submission will be ground for rejection of your response.

- Annual Report**
- Most Recent Audited Financial Statement**
- Organization Chart and Biographies of Key Staff Members**
- List of Board of Directors**
- Program Performance Measures: Output, Quality, and Outcome Measures**

Return completed Application Form and aforementioned documents by **June 20, 2014 by 4PM** to:

Nestor Nana
Information Systems And Community Partnerships Manager
Greenwich Department of Social Services (GDSS)
Greenwich Town Hall, 3rd Floor
101 Field Point Road
Greenwich, CT 06830
Phone: (203) 622 - 7810
Fax: (203) 622 - 7781
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