



REQUEST FOR PROPOSAL FISCAL YEAR 2017

OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a vendor to render professional services for Muskegon-Oceana Community Action Agency (MOCAP) to conduct and produce a Community Needs Assessment (CNA) for Muskegon and Oceana counties. The selected contractor will conduct community forums and focus groups, gather pertinent demographic data from multiple sources, and produce a finished document.

SUBMISSION PROCEDURES

Due Date: April 1, 2017

Bids will be publicly opened and read.

No late bids accepted.

Mail to: Muskegon-Oceana Community Action Partnership

Kiesha Guy, Executive Director

1170 W. Southern Ave.

Muskegon, MI 49441

Return: One original, one electronic (USB Flash Drive), and one hard copy of the proposal.

Clearly mark on the envelope "**Community Needs Assessment Bid.**"

Label all submission envelopes with the company name on the outside.

Complete and return all pages requiring vendor response.

All bids must be submitted on the forms provided, properly executed and with all items filled out in ink or typed. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the bid. Any Bidder information that is altered by erasure or by inter-lineation prior to submittal must be initialed and explained by notation above the signature of the Bidder.

QUESTIONS

Submit to: Phone: (231) 725-9222

Email: kiesha@mocap1.org

Answers to all questions will be given to all respective bidders. Questions regarding bid specifications may be directed in writing only by email or fax.

MODIFICATIONS

Should any such changes be made, an addendum will be issued on the MOCAP website. It is the responsibility of each Bidder to check the website and verify that he/she has received all Addenda prior to submitting a Bid.

It is also the responsibility of each Bidder to verify that all sub-Bidders and material suppliers whose prices are incorporated in the Bidder's Bid are familiar with the Bidding Documents in their entirety, including all Addenda issued up to the time of the Bid opening. (See also "Errors, Omissions, and/or discrepancies" below)



All addenda issued to Bidders prior to date of receipt of Bids shall become a part of these specifications, and all Bids are to include the work therein described.

ERRORS, OMISSIONS, AND/OR DISCREPANCIES

Bidder shall not be allowed to take advantage of errors, omissions, and/or discrepancies found in these specifications.

RIGHT TO REJECT

MOCAP reserves the right to reject any or all Bids in whole or in part and to wave any informality therein, or accept any bid it may deem in the best interest of the Agency.

Note: Past experience and performance may be a factor in making an award.

MODIFICATION AND WITHDRAWAL OF BIDS

A Bid may be withdrawn on personal requests received from Bidder prior to submission time. A Bid being withdrawn may be resubmitted up to submission time. Negligence or error on the part of the Bidder in preparing his/her Bid confers no right for withdrawal of the Bid after it has been opened.

OFFER PERIOD

Bids will remain firm for a period of 90 days after official opening of Bids.

EXECUTION OF CONTRACT

MOCAP reserves the right to accept any and all Bids, or to negotiate contract terms with the various Bidders when such is deemed by MOCAP to be in the Agency's best interest.

TERM OF SERVICE

The terms of this contract will begin on April 21, 2017 (see page 10 for deadlines).

SALES AND EXCISE TAXES

MOCAP, as a 501C3 nonprofit agency, is exempt from sales taxes. The price is to be net, exclusive of any taxes. All prices stated in the Bid response will include all Federal, State, County, and Municipal taxes, including Michigan State Sales and Use Taxes or contributions required by Bidder's business.

FORMS

INSTRUCTIONS

All Bids must be submitted on the forms provided, properly executed and with all items filled out in ink or typed. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the proposal. Any Bidder information that is altered by erasure or by inter-lineation prior to submittal must be initialed and explained by notation above the signature of the Bidder.



GENERAL INFORMATION

In further description of this Bid, we desire to submit sheets marked as follows:

Bidding under the name of: _____

Federal Employer Identification Number: _____

Which is (Check one of the following):

☐ Corporation, incorporated under the laws of the State of: _____

☐ Partnership, consisting of (list partners): _____

☐ Assumed Name (Register No.): _____

☐ Individual

Name (Printed or Typed)

Authorized Signature

Title

Date

Address: _____

Street

City

State

Zip

Phone #: _____

Fax #: _____

Email Address: _____

When payment on such an order or contract is to be directed to the same company at an address different from above, please list the address to be used below:

WORK REFERENCES

Bidder's Company Name: _____

Please list at least three (3) companies or public agencies for which you have done similar work.

MOCAP reserves the right to reject low Bids for poor past performance or inadequate references.

REFERENCE 1	
Name of Company	
Contact Person	
Address	
Phone #	

REFERENCE 2	
Name of Company	
Contact Person	
Address	
Phone #	

REFERENCE 3	
Name of Company	
Contact Person	
Address	
Phone #	

REFERENCE 4	
Name of Company	
Contact Person	
Address	
Phone #	



PRICE SHEET:

Please define costs as follows:

Community Forums: \$ _____

Focus Groups: \$ _____

Data Acquisition & Analysis: \$ _____

Finished Document: \$ _____

Total Costs of the Engagement not to Exceed: \$ _____

Provide below the total completion time (the number of days/weeks between the day the contract is signed and the work provided under the contract is completed).

COMPLETION TIME: _____

We, the undersigned, in response to this bid from Muskegon-Oceana Community Action Partnership (MOCAP), offer and agree to provide to MOCAP the pricing as shown on this Price Sheet.

Respectfully submitted this ____ day of _____, 2017.

Company Name			
Address			
Phone #		Fax #	
Email Address			
DUNS ID		FEIN	

(Authorized Signature)

(Printed or Typed Signature)

(Title)

(Date)

VENDOR DISCLOSURE FORM

MOCAP requires vendors to complete and file a disclosure statement. The purpose of which is to disclose any financial relationships or other conflicts of interest that may exist between vendors and employees of MOCAP. Once filed, the disclosure form does not need to be updated unless there is a change in circumstances that would cause the answer to any of the questions to change. At which time, an amended disclosure form must be filed. Filing of the disclosure form is considered a condition of payment.

Vendor Name:		Vendor Phone #:	
Street Address:	City:	State:	Zip:

- Does the vendor currently employ a relative of any employee of MOCAP? Relative is defined as husband or wife, father or mother, son or daughter, brother or sister, uncle or aunt, first cousin, nephew or niece, great uncle or great aunt, grandfather or grandmother, grandson or granddaughter, father-in-law or mother-in-law, son-in-law or daughter-in-law, brother-in-law or sister-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister, the parents or grandparents of the individual's fiancée.

☐ YES ☐ NO

If yes, please answer the following:

Name of Employee: _____

Position/Title: _____

- Does any MOCAP employee have an interest in the vendor organization in any of the following capacities, either compensated or non-compensated: Director, officer, partner, beneficiary, trustee, member, employee, or contractor.

☐ YES ☐ NO

If yes, please answer the following:

Name of Employee: _____

Position/Title: _____

Position/Title with Vendor: _____

3. Does any current employee of MOCAP have legal or beneficial ownership of 10% or more of the outstanding stock of the vendor organization?

☐ YES ☐ NO

If yes, please answer the following:

Name of Employee or Elected Official or Appointee: _____

Position/Title: _____

Department: _____

% of Ownership of Vendor Organization: _____

4. In the last five (5) calendar years, has the vendor failed to perform or otherwise deliver on the terms of a contract or agreement with MOCAP, or any other public entity, including suspensions or debarments?

☐ YES ☐ NO

If yes, please provide further explanation:

I hereby certify that the information included on this form is complete, true and accurate to the best of my knowledge and belief. I understand that either I or the organization to which this form applies may be subject to sanctions and/or penalties, if any information has been falsified or omitted.

Name (Print)

Title

Signature

Date



PROJECT REQUIREMENTS

SECTION 1- INTRODUCTION

Muskegon-Oceana Community Action Partnership, inc. (MOCAP) is a private, non-profit 501(c)3 community action agency that operates in Muskegon and Oceana Counties. MOCAP is committed to fighting the causes, conditions, and effects of poverty, by helping low-income people become more self-sufficient, improving the conditions in which people live, and enabling individuals to own stake in their communities.

MOCAP programs include (all are free to eligible individuals):

- **Emergency Services:** Providing assistance with housing costs to prevent eviction or eliminate homelessness; providing assistance with utility bills to prevent shut-offs, restore services, or acquire deliverable fuels.
- **Food & Nutrition Programs:** Emergency Food & Assistance Program (TEFAP) provides nutritious food on a quarterly basis to eligible families and individuals; Commodity Supplemental Food Program (CSFP) provides nutritious food on a monthly basis to eligible senior citizens.
- **Community Service Programs:** Homeless programs, such as Families in Transition and Women In Need of Guidance and Support (WINGS); IMPACT Muskegon Youth Program; Senior Cooking and Nutrition Classes; Walk for Warmth Program Collaboration.
- **Affordable Housing Initiative:** Homebuyer Education Classes; one-on-one Credit Counseling; one-on-one Foreclosure Intervention and Counseling.

MOCAP funding includes:

- Federal Government
- State of Michigan
- Michigan Department of Health and Human Services (MDHHS)
- Michigan State Housing Development Authority (MSHDA)
- Michigan Department of Housing (MDH)
- United Way

SECTION 2- PROJECT REQUIREMENTS

Request for Proposal

2.1 Community Action Agencies receiving Community Services Block Grant (CSBG) are required to complete a Community Needs Assessment on a triennial basis.

Muskegon-Oceana Community Action Partnership (MOCAP) is requesting proposals to identify and award a contract for the development of the agency's triennial Community Needs Assessment. The



document will be submitted fully completed, including conducting and summarizing all data research, facilitation of all necessary community and customer input activities, and all coordination with additional sources deemed necessary to provide MOCAP a finished document.

The content of the Community Needs Assessment document is outlined below.

2.2 Proposal Components

- An outline describing the anticipated process approach of the project
- A work sample or a web-link of a related piece

2.3 Contractor Requirements

- Meet with the agency administration prior to the project's start
- Submit a project outline to the agency director
- Attend a mid-project meeting
- Submit a draft of the final document
- Submit the document in its entirety on the due date by means of a hard copy and an electronic copy
- Share the process, content, and conclusions of the final Community Needs Assessment document in a presentation to the Agency Advisory Board at a time to be determined.

2.4 Project Requirements

The chosen contractor is responsible to MOCAP for the coordination of the creation of a fully completed Community Needs Assessment document.

MOCAP is committed to seeking, listening, and responding to its constituents needs by offering programs and services that effectively impact quality of life and increased independence.

The MOCAP Community Needs Assessment must include specific data and analysis.

The end product must contain the following:

1. Executive Summary
2. Customer, staff, and community input of the impacts of poverty, needs within the communities, and recommendations for further addressing those needs. Complete at least one (1) community forum in each county and two (2) focus groups in Muskegon as well as Oceana.
3. In-depth explanation on the impact of poverty and its affect on the residents of Muskegon and Oceana counties.
4. An analysis of demographic, data, and economic trends in Muskegon and Oceana counties, including:
 - a. Basic needs trends (i.e. housing, food, child care, health costs, transportation)
 - i. Poverty data

- ii. Food availability
- iii. Community information
- iv. Statistics on the number of homeless in both counties
- v. Housing data: rental vs. ownership/affordable housing availability
- vi. Children ages 0-5 with disabilities and all adult disabilities, including mental health issues. List type of disabilities and service providers for these disabilities
- vii. Transportation
- viii. Veterans data
- b. Identify emerging populations who may be in need of our services
- c. Analysis of all data for both counties
- d. Process approach
- e. Project findings
- f. Recommendations
- g. Conclusions

2.5 MOCAP will:

- Secure adequately sized meeting rooms
- Arrange for customers for project participation
- Be responsible for providing meeting supplies and materials
- Provide statistical data, except as detailed above

2.6 Time Frame

Proposal deadline: _____ April 1, 2017

Notice of award: _____ April 21, 2017

Preliminary meeting with administrative staff: _____ May 4, 2017

Mid-project meeting with MOCAP and administrative staff: _____ TBD

A draft document submitted by: _____ August 28, 2017

Final document submitted electronically and in hard copy to MOCAP by: __ September 11, 2017

Agency advisory board presentation: _____ September 20, 2017

SECTION 3- PROPOSAL ORGANIZATION

3.1 Service Agreement

This RFP and bidder's response will become part of the Service Agreement. The intent of this RFP document is to include all items necessary for proper execution and completion of the work described in this document.



3.2 Contract Award

A contract will be awarded to the responsible bidder whose proposal represents the combination of merit and cost most advantageous to MOCAP. Bidders are advised that MOCAP may make awards to a bidder(s) other than the lowest cost bidder. MOCAP reserves the right to determine which proposal demonstrates the requisite competence and offers the greatest value.

Bids will be analyzed with respect to, but not exclusively, the following criteria:

- Organizational ability
- Organizational experience with the respect to the proposed service
- Organizational structure
- Cost
- Completeness to bid response
- Past performance with projects

3.3 Response Format

Bidder's response must include the following information in the same order and format sequence:

1. Cover letter (optional)
2. Requested attachments



I _____ have read the contents of this Request for Proposal and hereby confirm my understanding of the requirements of contracting with MOCAP to develop a complete Community Needs Assessment.

I understand the scope of the project, including the organization of the proposal, the requirements of the project, and the terms and conditions set forth by MOCAP.

I understand and agree to meet the time frame of the project as defined in the project requirements.

Authorized Signature

Date

MOCAP Representative

Date

A State of Michigan (SAM) search will be conducted to verify that each vendor/company is in good standing with the State of Michigan. Vendors who are on the "Debarred Vendor List" will be immediately disqualified.

A bid may be withdrawn on personal request received from the bidder prior to the submission time. A bid being withdrawn may be re-submitted up to the submission time. Negligence or error on the part of the bidder in preparing his/her bid confers no right for withdrawal of the bid after it has been opened.