



COMMUNITY ACTION CORPORATION OF SOUTH TEXAS
REQUEST FOR PROPOSALS (RFP)

Comprehensive Community Needs Assessment

RFP # R24-001-01

(Aransas, Bee, Brooks, Duval, Jim Hogg,
Jim Wells, Kenedy, Kleberg, and San Patricio Counties)

PROPOSALS DUE & TIME:
February 16, 2024, by 10:00 PM CST

Attn: Stephanie Johnson (Beltran), Development Coordinator
rfp@cacost.org
(361) 664-0145 ext. 2088

Community Action Corporation of South Texas
204 E. First St.
Alice, TX 78332

INTRODUCTION

The Community Action Corporation of South Texas (CACOST) is a private nonprofit organization established in 1971 and funded through State and Federal grants and fee for service programs. CACOST has a workforce of approximately 700 employees and serves a seventeen (17) county area in South and Coastal Texas. CACOST's mission is to continuously improve the lives of South Texans by providing high quality healthcare, education, housing, and economic opportunities to reduce poverty through services and partnerships. CACOST has a tripartite board structure that is designed to promote the participation of the entire community in the reduction or elimination of poverty. Board members serve voluntarily and are chosen to represent the private sector, the public sector and the low-income sector of the population. Additional information on CACOST can be located at cacost.org.

PROPOSAL SUMMARY

The purpose of this solicitation is to solicit proposals for a Comprehensive Community Needs Assessment (CNA) for the counties of Aransas, Bee, Brooks, Duval, Jim Hogg, Jim Wells, Kenedy, Kleberg, and San Patricio. Additionally, the proposer may choose to submit a proposal for CNA annual updates to be conducted in FY2025 and 2026.

CACOST has identified the following objectives to be performed by Proposer as part of the community needs assessment will:

- Include both qualitative and quantitative data that highlights key findings on the causes and conditions of poverty and the needs of the service area.
- Meet the Community Services Block Grant (CSBG), Office of Head Start (OHS) and Health Resources and Services Administration (HRSA) requirements.
- Provide an in-depth analysis of data and provide recommendations according to CACOST's current programs and within the mission of CACOST.

All proposals must be completed in accordance with all applicable standards, specifications, terms, and conditions as stated in this RFP.

CLOSING DATE

All proposals must be submitted no later than **10 p.m., February 16, 2024**.

INQUIRIES & CONTACT INFORMATION

All questions concerning this RFP packet should be directed to Stephanie Johnson at rfp@cacost.org. Communication with other individuals within CACOST during the RFP period is strictly prohibited. CACOST reserves the right to disqualify any Proposer who

is found in violation of this provision. No communication requests other than email will be accepted and no response other than written responses will be binding upon CACOST. Submittals will remain on file in accordance with the Texas Open Records Act.

EXPECTED TIMELINE

The following timeline of events is expected to be followed but shall not be considered binding.

RFP Notification/Advertisement	January 26, 2024
Sealed Responses Due	February 16, 2024, by 10:00 PM
Estimated Contract Start Date	February 23, 2024
Completed first draft presented for edits	May 3, 2024
Revised draft submitted	May 13, 2024
Submission of Board visual presentation	May 20, 2024
Virtual presentation to CACOST Board of Directors	May 30, 2024, at 6:00 PM

GENERAL TERMS & CONDITIONS

SUBMISSION INSTRUCTIONS

To be considered responsive, proposals must fully address all sections of the RFP. All proposals should be addressed as follows:

Community Action Corporation of South Texas
RFP for Comprehensive Community Needs Assessment
ATTN: Stephanie Johnson, Development Coordinator
204 E. First St.
Alice, Texas 78332
AND/OR via email to rfp@cacost.org

It is the sole responsibility of the Proposer to ensure that the proposal is received by the date and time specified in the Closing Date section. **Late proposals will not be considered.** Confirmation of receipt is the sole responsibility of the Proposer. Proposals may be withdrawn in writing prior to the deadline.

Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST. Any information that the proposer includes in its proposal that it considers proprietary or confidential must be marked as such. Such marking, however, is not determinative as to whether the information is considered confidential under Texas law.

All proposals shall be considered valid for acceptance 90 days after submission.

NOTIFICATION OF AWARD

CACOST anticipates, but does not guarantee, a contract or multiple contracts will be awarded on or around the week of February 23, 2024. An award will be made to the Proposer(s) based on the listed evaluation criteria and the responses most compatible with CACOST's needs. CACOST will be the sole judge in making this determination. CACOST is not bound to accept the lowest bid, or any proposal submitted. A contract or multiple contracts for the approved proposal will be executed based upon the factors described in this RFP. The term of this Agreement is for a one-year period; mutually agreeable extensions for up to two additional years for an annual update are subject to evaluation. CACOST may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. CACOST also reserves certain rights, including, but not limited to, the following:

1. Reject any or all proposals
2. Issue subsequent Requests for Qualifications
3. Cancel the entire Request for Proposals
4. Remedy technical errors in the Request for Proposals process

5. Appoint evaluation committees to review qualifications and proposals
6. Seek the assistance of outside technical experts in evaluation
7. Approve or disapprove the use of certain subcontractors
8. Establish a short list of proposers eligible for discussions after review of RFP
9. Solicit best and final offers from all, some, or one of the proposers
10. Waive informalities and irregularities in RFP
11. Award without discussion
12. Cancel an awarded contract if performance is unsatisfactory, with the provision of a written notice; no penalty and/or fee may be imposed
13. Conduct pre-contract negotiations with any and/or all potential qualified contractors

This RFP shall not, in any manner, be construed to be an obligation on CACOST to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

CONFIDENTIALITY

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Proposer agrees not to publish, reproduce, or otherwise divulge such information, in whole or in part, in any manner or form, or authorize or permit others to do so taking such reasonable measures as are necessary to restrict access to the information while in the Proposer's possession. The Proposer agrees to notify immediately, in writing, CACOST's authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

LIMITATIONS & RESERVATIONS

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract. CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST. If selected for negotiations, Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

FINANCIAL RESPONSIBILITY

CACOST assumes no financial responsibility for any costs in developing and submitting a proposal or any amendments or addenda, participating in bid conferences, participating in any negotiation sessions or discussions, or any other costs incurred by Proposers prior to award of a contract or agreement pursuant to this RFP. All costs incurred in the

preparation of any response to this RFP and/or associated costs will be the sole responsibility of the Proposer and will not be reimbursed by CACOST.

SMALL, WOMEN, AND/OR MINORITY-OWNED BUSINESSES

Efforts will be made by CACOST to utilize small businesses and women and minority-owned businesses with the consideration that the primary responsibility is the most favorable return to CACOST. A Proposer qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

HISTORICALLY UNDERUTILIZED BUSINESSES

It is CACOST's policy to encourage participation of small and historically underutilized businesses (HUBs) as defined in Government Code, Chapter 2161. “Historically underutilized business (HUB): means an entity with its principal place of Business in this State that is: 1. a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management; 2. a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person; 3. a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management; 4. a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or 5. a supplier contract between a historically underutilized business as determined under Government Code Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.

STEVEN'S AMENDMENT

This project is supported by the U.S. Department of Health and Human Services (HHS) as part of an annual award totaling \$20,055,546, which is funded by HHS-Office of Head Start (OHS) and annual award totaling \$2,977,471, which is funded by the Health Resources & Services Administration (HRSA). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the Administration for Children and Families, OHS, HRSA, HHS or the U.S. Government.

EQUAL OPPORTUNITY

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other

consideration made unlawful by applicable federal, state, or local laws. Proposer agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this agreement, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age or race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation, or belief. The Proposer further agrees that every subcontractor entered into for the performance of the agreement shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the agreement.

CERTIFICATION WITH REGARDS TO LOBBYING

No federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

PROHIBITED SUBSTANCES IN THE WORKPLACE

The Proposer is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the Proposer is observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract or agreement will occur.

EQUAL EMPLOYMENT OPPORTUNITY

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans, recently separated veterans, other protected veterans, and Armed Forces Service Medal Veterans, the affirmative action clause for handicapped workers and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, the Proposer certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

DEBARMENT AND SUSPENSION

The Proposer certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

DISCLOSURE OF PENDING GOVERNMENT INVESTIGATIONS

It is the responsibility of the Proposer to disclose any ongoing or pending legal proceedings, including any such proceedings known to be contemplated by governmental authorities, that could affect the performance of the Proposer or the execution of any potential contract. Failure to disclose this information or any efforts to omit such information may result in the disqualification of the offending Proposer's bid and/or termination of contract.

SCOPE OF SERVICES

PROJECT OVERVIEW

CACOST is soliciting proposals for a Comprehensive Community Needs Assessment (CNA) for the 9-county service area (Aransas, Bee, Brooks, Duval, Jim Hogg, Jim Wells, Kleberg, Kenedy, and San Patricio counties) where CACOST's Community Service Block Grant (CSBG), Federally Qualifies Health Center (FQHC), and/or Head Start Birth to Five (HSBFP) provide services. Although the RFP references requirements for Community Services Block Grant, Federally Qualified Health Centers, and Head Start, it is expected that the report will include data and recommendations for all service categories. For more details about each service and its service area, visit cacost.org.

The community needs assessment is used to analyze the needs and resources of its service area and serves as a vital management and leadership tool used across the organization in order to set the course for all agency business planning. The CNA needs to include both qualitative and quantitative data that highlights and analyzes key findings on the causes and conditions of poverty and the needs of the service area as well provides recommendations for programming in alignment with CACOST's mission.

The term of service is for a one-year period; mutually agreeable extensions for up to two additional years for an annual update are subject to evaluation. Requirements and details for annual updates can be located at the end of section *C. Complete the following tasks*.

The selected Proposer is expected to:

A. Meet CNA requirements for federal funding sources:

The Proposer must ensure that the CNA meets the requirements set by the Community Services Block Grant (CSBG) Organizational Standards, Health Resources & Services Administration (HRSA) for Federally Qualified Health Centers (FQHC) and Office of Head Start (OHS). Requirements are provided in the following links:

CSBG Community Needs Assessment Guides:

<https://www.tdhca.state.tx.us/community-affairs/csbg/docs/18-CommNeedsAsmtGuide.pdf>

CSBG Checklist of State Requirements for Community Needs Assessments:

<https://www.tdhca.state.tx.us/community-affairs/csbg/docs/CNA-StateReqChecklist.pdf>

TDHCA Sample CNA Guide (Excel):

<https://www.tdhca.state.tx.us/community-affairs/csbg/docs/TDHCA-SampleCNAGuide.xlsx>

HRSA Health Center Compliance Manual:

<https://bphc.hrsa.gov/programrequirements/compliancemanual/chapter-3.html#titletop>

HRSA Health Center Program Site Visit Protocol:

<https://bphc.hrsa.gov/sites/default/files/bphc/programrequirements/pdf/needs-assessment.pdf>

OHS Head Start Program Performance Standards:

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-11-determining-community-strengths-needs-resources>

B. Collaborate with CACOST staff throughout the process

The Proposer will be expected to collaborate with CACOST's Development Team, which includes the Director of Community Services & Development, and key program staff from CSBG, FQHC, and HSBFP throughout the process. It will be expected that the Proposer will conduct a weekly virtual meeting (unless other arrangements have been made due to scheduling) with the Development Team and/or CSBG/FQHC staff to discuss progress, plan for upcoming tasks, and address any barriers. The Development Team must approve all stages of the CNA process, including, but not limited to, surveys and focus group/interview questions prior to implementation, the methodology to rank needs (TDCHA- Step 4b) at county and service area levels, and the process to assess the causes and conditions of poverty.

The Proposer will be expected to provide the Development Team with access to raw data gathered (e.g., Excel spreadsheet) with links to sources and methodology used to calculate variables not provided directly by external sources. In addition, the Proposer will be required to provide the Development Team with shared access (commenting ability at minimum) to the report in Word or provide a copy of the report on a weekly basis for feedback. This will aid in reducing final edits in May and ensure that expectations are being met.

C. Complete the following tasks:

- *Task 1: Collect Quantitative Data*
 - Collect quantitative data in accordance with federal requirements and Attachment A from national, state, and local data sources. Data should be provided at the county level with state and national rates as a comparison where applicable/available. Note: Although TDHCA recommends the use of Community Commons, this source will not provide the information required to meet all federal standards (e.g. poverty breakdowns for CSBG, local health data for the FQHC) or CACOST expectations.

- Additional data may be provided by CACOST staff to include, but not limited to, UDS Mapper data, Health Center Zip Code Analysis, HSBFP locations, HSBFP parent schedules, local childcare information (to include pre-kinder slots for local education agencies), local resources, and data required from local agencies/organizations.
- Summarize data utilizing tables, charts, and narrative as appropriate
- **Task 2: Collect Qualitative Data**
 - **Surveys:** Community Needs Assessment Surveys & Client Satisfaction Surveys will be administered through electronic and paper means. The Proposer will be responsible for development and administration of the needs assessment survey both in English and Spanish. Needs assessment surveys need to target residents and clients, social service organizations, key community stakeholders (e.g., judges, commissioners, school superintendents, etc.), and CACOST Board members. The survey developed by TDHCA may serve as a guide in drafting surveys, but these surveys are expected to be modified by the Proposer. All survey data including customer satisfaction survey data will be analyzed by the Proposer.
 - CACOST will be responsible for providing the Proposer with customer satisfaction survey results from each of its programs.
 - **Focus Groups:** The Proposer must hold public meetings to gather input from community members in each county. The Proposer will determine the number of focus groups and format (face-to-face, virtually, hybrid) ensuring compliance with funding requirements. Should the Proposer opt to conduct the meetings solely or partially in a virtual format, guidance on how to address this requirement virtually is available on the TDHCA website. During these meetings, the Proposer must ask for further input on the top needs in the area, and community strengths and weaknesses.
 - CACOST staff will assist the Proposer in setting up meeting logistics, distributing information about the scheduled focus groups to local coalitions and on the agency's social media websites.
 - **Causes and Conditions of Poverty:** For each county, the Proposer must identify key findings of the causes (the factors causing and/or impacting poverty) and conditions of poverty (what poverty looks like/what the need looks like). Causes of poverty could be lack of jobs, lack of jobs paying a decent wage, lack of basic life skills, lack of completion of secondary education, lack of financial resources, institutional poverty, intergenerational poverty, single-parent households, lack of medical care, etc.). Conditions of poverty (the living conditions at a household and community level of persons in poverty) are conditions such as substandard housing, lack of healthcare providers and facilities, lack of adequate nutrition, lack of a mass transit system, etc.
 - Please refer to **Attachment A and the TDHCA [Community Needs Assessment Guide](#)** (pgs. 8-13) and/or the **[Checklist of State](#)**

[Requirements for Community Needs Assessments](#) for additional qualitative and quantitative data guidance.

- **Task 3: Analyze Data**
 - Analyze quantitative and qualitative data
 - Identify trends and compare data from prior needs assessment, as appropriate
 - Identify community strengths and weaknesses
 - Rank needs (overall and county level) based on findings according to TDHCA's Rank Needs (Step 4b- Excel) for each county & Final Ranking for Service Area. Categorize the level of each need as either family, community, or agency and assign each to one of the six CSBG domains.
 - Provide recommendations for adjustments in programming (e.g., expansion of service area or scope of services, consideration of new programming categories that are in alignment with CACOST's mission)
- **Task 4: Composition of the Final Report**
 - The Proposer will collect, display (e.g., graphs, charts, etc.), and analyze information produced in Tasks 1-3. The components to be included in the final report, at a minimum, are shown in Attachment A.
- **Task 5: Submission and Presentation of Final Report**
 - A first draft of the full report will be due to Stephanie Johnson, Development Coordinator on **May 3, 2024**. Recommendations for finalization will be provided within one week from initial report deadline.
 - One (1) electronic copy of the final report must be submitted to Ms. Johnson by **May 13, 2024**. The electronic copy of the final report must be in Word format. At this time, the Proposer will be responsible for submitting to Ms. Johnson an Excel workbook that includes the ranking methodology and top needs for each county and overall service area in alignment with TDHCA's Rank Needs spreadsheet.
 - The Proposer must present the final report to the CACOST Board of Directors on **May 30, 2024**, at 6:00 PM; this presentation will be done virtually. Presentation of the final report should be approximately 15 minutes in length and be accompanied by a visual component (e.g. PowerPoint, Prezi, etc.).
- **Annual Updates:** Subject to the performance of the Proposer in Y1, the Proposer will be eligible to complete annual updates of the community needs assessment for Years 2 & 3 with the guidance of the Development Team. The Proposer must include updated quantitative data, Head Start parent surveys, and client satisfaction surveys with accompanying narrative analysis and recommendations in the annual CNAs; survey data will be provided by CACOST staff. Focus groups, key findings of causes and conditions of poverty, re-establishment of top needs, and presentation to the Board of Directors is not required in annual updates. The general deadlines for annual updates will be determined at the start of each calendar year.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals should be as brief and concise as possible, providing relevant information and excluding marketing materials. Responses are limited to **14** letter size pages, single sided. Each proposal must include all of the following content in each of the following sections:

1) Vendor Information Page: Page limit – 1

- a) A dated title page indicating the RFP subject, the consultant's name, address, phone number, the name, title and contact phone number and email address for the individual who will be authorized to represent and, if necessary, negotiate on behalf of the consulting firm.
- b) The name, title or position, email, and telephone number of the primary contact, if different from the individual indicated on the title page referenced above.

2) Individual/Company Experience and Qualifications: Page limit - 2

- a) Include name, address and telephone number of the Proposer and all key personnel that will assist in providing the requested service (resumés and/or biographical sketches not included in page limit, if provided).
- b) Provide a brief history of experience, including the number of years in business, bonding information (if applicable), and the number of years providing the type of proposed services.

3) Process Proposal Narrative Questions and Work Plan: Page limit- 8

At a minimum, address the following:

- a) Briefly summarize how you plan to collect quantitative data while meeting all funding requirements.
- b) Qualitative Data Collection:
 - i) Surveys: How does the Proposer plan to facilitate, market, and engage the community to encourage participation?
 - ii) Focus groups and interviews: How many focus groups and interviews do you propose? Will focus groups and key stakeholder interviews be done face-to-face, virtually, or hybrid? What actions do you propose to promote and encourage participation?
 - iii) Surveys, Focus Groups, and Interviews: How will you ensure that data is gathered from all the following sectors: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions? How will you ensure that all groups (e.g., historically underserved, local leaders, elected officials, partner organizations, board members, clients, and employees) have adequate representation? How will you ensure that Spanish speaking individuals have the opportunity to provide feedback?
 - iv) How do you plan to gather feedback to determine the causes and conditions of poverty?
 - v) How will community strengths and weaknesses be identified?
- c) Describe how you will weigh surveys, focus groups, interviews, and quantitative data to calculate the Top 5 needs. Specify the process for

county rankings and the overall ranking. (Note: TDHCA requires completed RankNeeds forms [Step 4b]; please see TDHCA's Sample CNA Guide- link in Attachment A.)

- d) **Work Plan:** Provide a Work Plan that outlines the completion of Tasks included in the previous section for Year 1. At a minimum, the following information should be included in the Work Plan:
 - i) Actions Steps/Tasks
 - ii) Timeline
 - iii) Person(s) Responsible for completion
 - iv) Potential barriers/challenges for completion (if any)
- 4) **Cost/Pricing: Page limit – 1**
 - a) Year 1: Provide a final cost/pricing with a general description of what the cost includes. If the pricing includes costs beyond salary/fringe (e.g., travel, supplies, or other general costs), a category line budget will need to be submitted with a description of the costs for the associated services (excluding salary/fringe) included in these costs. For example, if travel is being considered, the description should include the number of days and staff traveling. CACOST may negotiate pricing as needed upon selection.
 - b) Annual Updates for Years 2-3: If interested in being considered to complete the annual update, please provide an estimated final cost/pricing taking into consideration the limited scope for the update.
- 5) **References: Page limit – 2**
 - a) Provide the names and contact person(s) of your three (3) most relevant references for which you or your firm has provided services comparable to the services described herein over the past three years. At a minimum, the following information should be included for each reference:
 - a) Name, address, and contact information, including email address
 - b) Description and scope of work
 - c) Preferred: Link to recently completed needs assessment; if a sample is provided, it is not included in the page limit.

COST/PRICE PROPOSED

Provide a written proposal dollar amount for the requested **Comprehensive Community Assessment and Annual Updates**. **NOTE:** CACOST does not pay sales or use taxes. The awarded contract will be for the term outlined in the Schedule below. The bid amount submitted by the Proposer will not be negotiable after acceptance by CACOST. Accepted Proposal amounts shall be reflected in the awarded contract and shall not be negotiable during the term of the contract unless a material change in the business operations or service obligations of the parties occurs including, but not limited to, CACOST addition or removal of tasks from the scope of services with thirty days' notice to the contracted vendor. CACOST reserves the right to select multiple contractors.

EVALUATION CRITERIA

A committee selected by CACOST will review and evaluate all proposals and make a recommendation to the CACOST Executive Director. Each proposal will be evaluated according to the following set of criteria. The evaluation committee may use any material (including links to previous CNAs provided by the Proposer) submitted in the proposal for any item in the evaluation process. The following table illustrates the general evaluation criteria that will be used to determine which proposal provides the most value to CACOST:

Evaluation Categories	Weight
Experience and Qualifications	25%
CNA Process Proposal and the Proposer's ability to meet timelines according to the Work plan and funding requirements	30%
Cost/Price	30%
Strength of References	15%
Total	100%

The proposal must be submitted on time and must materially satisfy all mandatory requirements identified above to qualify for evaluation. The Proposer(s) may be asked to interview with CACOST representatives, make an oral presentation and/or respond to questions regarding the submittal response. In accordance with applicable laws, rules and regulations for public purchasing, an award will be made to the responsible Proposer whose proposal, experience, expertise, reputation, capabilities, and past performance are determined to be best suited for the performance of the services. CACOST contemplates awarding the contract to the responsible Proposer with the highest total points. A written acceptance mailed or otherwise furnished to the qualified proposer and a fully executed contract is required prior to commencement of any work under this RFP. Protest procedures are available upon request and must be submitted within ten (10) business days of Intent of Award notification for consideration.

ATTACHMENT A

The following is a basic checklist of elements to be included in the CNA Report, at a minimum. Additional information or items may be proposed; such additions should be described in the proposal.

- Organizational Profile
- Background on CNA
- CNA Process Overview and Data Collection Methods
- Top 5 Needs
- Executive Summary
- Map of the service area
- County Level Data
 - County Summary and Top 5 Needs
 - Population Demographics
 - Poverty (see CSBG minimum requirements)
 - Economy, Employment & Income
 - Education
 - Indicators of Health and Well-being (see HRSA minimum requirements) with additional focus on:
 - Mental Health
 - Substance Abuse
 - Other Social Indicators (e.g., housing, crime, disabilities, hunger)
 - Community Strengths and Assets
 - Barriers to Asset Utilization and Current Gaps in Services
 - Opportunities for Response from CACOST
 - County Trends
- Key Findings on the Causes and Conditions of Poverty
- Head Start Data and Survey Results (see OHS minimum requirements)
- Health Center Data
- Client Satisfaction Survey Results
- Appendices
 - Community needs survey data by county (see CSBG requirements)
 - Summary of findings from interviews and focus groups (see CSBG requirements)
 - Copies of survey tools and focus group/interview questions
- Community Resources (CACOST staff will assist in providing information)
 - Child Care Resources- resources that are available in the community to address the needs of eligible Head Start children and their families including Head Start centers
 - Health Care Resources- available health resources in the area
 - Additional Community Resources by service category