



IMPACT Community Action

Request for Proposals (RFP)

REQUIRED COVERSHEET

LOCATION:
711 Southwood Ave
Columbus, Ohio 43207

Date: April 10, 2023

PROPOSALS WILL BE SENT TO:

Jennifer Z. Wood, Director,
Community Relations,
Development & Advocacy

IMPACT Community Action
Email: jwood@impactca.org



A. AGENCY BACKGROUND

IMPACT Community Action is on the front lines fighting the war on poverty in Columbus and Franklin County. Our mission is to reduce poverty by providing hope-inspiring help and real opportunities for self-sufficiency. The concept of Community Action has been part of the American social fabric for over forty years. The Community Action movement dates back to 1964 when the Economic Opportunity Act was passed indicating the beginning of President Lyndon B. Johnson's *War on Poverty*.

The United States has 1,100 Community Action Agencies that provide services to 96% of the nation's counties. Ohio is home to 48 Community Action Agencies that provide services to all 88 counties, including Franklin County. IMPACT is part of a state and national network committed to:

- Empowering low-income individuals and families in their effort to become self-sufficient.
- Advocating for a poverty-free community.
- Stimulating expansion of economic opportunity for low-income people and the community through economic development, programs and services.

IMPACT Community Action is a private non-profit human services agency that has a forty-year history of providing a wide range of diverse and comprehensive services that address the needs of low-income residents. The mission of IMPACT is to reduce poverty by providing hope-inspiring help and real opportunities for self-sufficiency.

B. STATEMENT OF NEED

IMPACT is a community based non-profit organization, 501 c(3) which over its over 15 year history has been largely dependent upon government funding. Only recently (last 3-4 years), IMPACT has intentionally sought philanthropic support in order to create a more diverse funding base and benefit overall agency sustainability. In order to thank these donors and to position well to continue to grow in the philanthropic community, IMPACT is seeking vendors to design and build a donor wall for its 711 Southwood Ave. location.

Wall construction is a mix of fire rated drywall over metal studs and cinder block/masonry. Electrical service available at select locations throughout the building. Service may be added; cost to do so and proposed subcontractors should be included in proposal.

C. CURRENT ENVIRONMENT

IMPACT Community Action is a nonprofit 501(c)(3) organization that serves more than 30,000 families in Columbus and Franklin County who are at or below 200% of the Federal Poverty Level out of its headquarters on the south side of Columbus with satellite offices on the west side and in the Linden community.

IMPACT's mission is to reduce poverty by providing hope-inspiring help and real opportunities for self-sufficiency and is committed to empowering low-income individuals and families in their efforts to become self-sufficient. IMPACT's call to action is the "ripple effect" -- the repercussions of an event or situation experienced far beyond its immediate location.

Activities that support self-sufficiency efforts include advocating for a poverty-free community and stimulating expansion of economic opportunities through economic development programs and services. Services provided include but are not limited to workforce and career development through educational and vocational training programs for youth and adults, crisis stabilization, and home weatherization and energy efficiency. IMPACT has provided work readiness training and case management services since 2008 and has been improving programs and services to continue the record of success which is rooted in a holistic approach to addressing multiple and complex barriers facing low-income community members.

D. PROJECT OVERVIEW

IMPACT wishes to work with a vendor(s) to create an artistic, vibrant and expressive donor recognition that accurately thanks major donors who have invested in IMPACT, tells the Community Action story here in Franklin County, and inspires future giving while evoking emotion. Among the messages that we wish to send with this recognition are:

Donors help IMPACT's programs be unique – support helps subsidize wrap-around, holistic services.

IMPACT and clients are deeply grateful for this support and these services!

COVID caused our services to change and adapt to meet the moment – this would have been impossible without donor support.

Donors matter – time and money spent matters and makes a critical difference to the ways in which IMPACT delivers service.

The donor recognition will be installed in a public place on IMPACT's first floor, fully visible to: clients, visitors, vendors, elected officials, employees, board members and donors. IMPACT serves about 30,000 people each year across over 20 programs.



E. SUBMISSION GUIDELINES

SUBMIT COMPLETE PROPOSAL. ANY ATTACHMENTS VIA EMAIL ONLY TO:

Jennifer Wood, Director, Community Relations Department

IMPACT Community Action
Email: jwood@impactca.org

Due Date

All submissions must be received by the due date below.

April 30, 2023

Administrative and Technical Contact

Any questions regarding this request for proposal should be directed to:

Josh Kessler jkessler@impactca.org

General Contact

Any general questions regarding the process or timeframes related to this RFP should be directed to:

Jennifer Wood jwood@impactca.org

Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

Schedule of Events:

RFP Release Date: April 8, 2023

RFP Posted: April 10, 2023

Information Session: April 18, 11 a.m.-noon at IMPACT

General Questions Due to jwood@impactca.org by April 21, 2023

Proposal Due Date and Time April 30, 12 a.m.

Notifications to Vendors (Where and How): Finalist vendors will be invited via email by EOB May 5 to participate in an in-person presentation for the IMPACT Marketing & Development Committee in mid-May. Those who are not selected as finalists will be notified in early May that they are not moving forward in the process.

Date of Decision: **Friday, May 19, 2023**

Anticipated Date of Award: **Monday, May 22, 2023**

F. GUIDELINES FOR PROPOSAL PREPARATION AND SUBMISSION

Successful proposals will demonstrate how the stated problem can be solved and include the following forms and documentation completed in their entirety. Each submission must include all requested information

G. REFERENCES AND HISTORY

In addition to the above forms, Vendor must include three references, from similar projects from current or past clients, including a description of the product and services provided and the timeframe in which the project was completed. Additional materials such as brochures, pamphlets, or other items may be included.

H. CRITERIA FACTORS FOR AWARD

Any award to be made according to this RFP will be based upon the RFP response, with appropriate consideration given to operational, technical cost, and management requirements. Evaluation of Proposals will be based upon Vendor's responsiveness to the RFP, ability of the Vendor to meet the needs of IMPACT Community Action and the total price.

The following elements are the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

1. Completion of all required responses.
2. The extent to which Vendor's proposed solution fulfills IMPACT Community Action's stated needs as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the services in accordance with the specifications set out in this RFP.
4. The Vendor's record of past performance in delivering such services.
5. Availability of sufficient high-quality Vendor personnel with the required skills and experience.
6. The overall cost of the Vendor's proposal.

IMPACT Community Action reserves the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor.
2. Accept other than the lowest priced offer.
3. Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
4. Award more than one contract.
5. Cancel initial term of the contract if the Vendor does not meet the requirements and expectations or deliver quality and timely services satisfactorily.

IMPACT Community Action may, at our discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such potential Vendors.

I. VENDOR REQUIREMENTS

The selected Vendor must hold a license in good standing to do business in the State of Ohio, must honor IMPACT Community Action's tax-exempt status, must not be listed on a debarment list in any state, and be an equal opportunity employer.

J. TECHNICAL SPECIFICATIONS (THIS MAY BE OUTDATED)

- Current Software and Programs used – Email System: Office 365, Enterprise E2 and Enterprise E1
- Microsoft Office (Word, Excel, Access, One Note SharePoint, Google Docs, Google Forms, Microsoft BI, Computer Data



- Current Interface through Web portals, Outlook, limited mobile

K. TERMS AND CONDITIONS

Available funding streams will determine funding for agreed upon contract. If the contract funding is no longer available, then the contract will be considered null and void as of the date funds are no longer available.

By reference, the RFP and awarded Vendor Proposal will be made an integral part of the final contractual agreement.

L. FINANCIAL CONSIDERATION AND PRICING

Vendor understands that all billing to IMPACT will be based on a tax-exempt status. IMPACT will provide tax exempt form.

The final agreed upon pricing will include all cost outlined necessary to meet project goals. It is the Vendor's responsibility to identify and include a description and cost of any critical elements absent from this RFP that would be required to complete the project and meet IMPACT's needs successfully. We understand that this type of project may have unforeseen costs. We encourage each Vendor to either attend the scheduled Information Session or request additional information for a more accurate Proposal.

M. INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Closing Submission Date

2. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this Request for Proposals will be the responsibility of the Vendor and will not be reimbursed by IMPACT.

3. Instructions to Prospective Vendors

Please submit Proposals via email only to Kenneth L. Wright, Director, Research and Planning at kwright@impactca.org.

Late Proposals will not be considered.

4. Right to Reject

IMPACT reserves the right to reject all Proposals received in response to this Request for Proposals.

5. Small, Minority, and Female-Owned Businesses

IMPACT will make an effort to utilize small, minority-owned, and or female-owned businesses.

A business qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 21.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

N. CRITERIA OF AWARD AND NOTIFICATION OF AWARD

It is expected that a decision selecting the successful vendor will be made within three to four weeks of the closing date of the receipt of Proposals.

O. SUBMISSION & REVIEW PROCESS

1. Submission of Proposals

All Submissions shall include copies of the Proposal including a reference list of three companies with similar services expected by IMPACT. It would be helpful to have a non-profit reference as one of the three, if possible.

2. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- a. The proposal is not received timely in accordance with the terms of the RFP.
- b. The proposal does not follow the submittal format.
- c. The proposal is not adequate to form a judgment by the reviewers.

3. Review Process

IMPACT reserves the right to make an award without further discussion of the proposals submitted.

P. CONTRACT EXTENSIONS

IMPACT reserves the right to extend the life of contract terms. Formal contract extension terms shall be discussed once the contract has been awarded and if the contract shows an extension need.

Q. ADDITIONS OF SERVICES

IMPACT reserves the right to add services to the Statement of Need as it deems necessary.



IMPACT DISCLAIMERS AND GENERAL PROVISIONS

Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of funds granted under the Funder's plan; results of negotiations between selected Vendor and IMPACT staff; and continued availability of grant funds.

Vendor selected for funding must also ensure compliance with the following, as applicable:

IMPACT may require selected Vendor to attend oral interviews, participate in Negotiations and rewrite their statements of work as agreed upon during negotiations.

Additional funds received by IMPACT might be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP if such proposals were rated in the competitive range. These decisions shall be at the discretion of IMPACT.

IMPACT may decide not to fund part or all of a Proposal even though it is found to be in the competitive range if, in the opinion of IMPACT, the services are not needed, or the cost is higher than IMPACT finds reasonable in relation to the overall funds available.

IMPACT may choose not to award a contract to the Vendor with the lowest cost when taking into account other factors in balancing services to customers.

IMPACT is required to abide by all applicable legislation and regulations. Therefore, IMPACT reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state and federal agencies.

The vendor will be expected to adhere to IMPACT procedures to verify data and submit invoices to IMPACT.

Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a Vendor fails to meet the conditions of service specified in the contract or when funding from federal or state governments is reduced.

The contract award will not be final until IMPACT, and the Vendor have executed a mutually-satisfactory contractual agreement. IMPACT reserves the right to make an award without further discussion of the proposal submitted. No services may be delivered prior to the final IMPACT Executive Committee approval of the award and execution of the contractual agreement between the successful Vendor and IMPACT.

IMPACT reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the contract purpose or content substantially, or to prohibit such services governed by this RFP and resultant contract.

IMPACT reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determinations will depend upon overall funds and availability and other factors arising during the proposal review process.

The Proposals warrant that the cost proposed for services in response to the RFP is not more than those that would be charged to any other entity for the same service performed by the Vendor.

IMPACT reserves the right to reject any or all proposals received and to negotiate with all Vendor on modifications to proposals.