**Request for Proposals for Community Needs Assessment Consultant (RFP)**

**Organization:** DaVinci Center for Community Progress
470 Charles Street, Providence, RI 02904

The DaVinci Center for Community Progress (DVC) seeks proposals from qualified consultants to implement, facilitate, and evaluate a comprehensive needs assessment to understand the evolving needs of the residents in the North End of Providence. This assessment will serve as a crucial tool in guiding our organization, the North End Business Association, and the Neighborhood Association in developing programs, strategies, and initiatives to address the changing needs of our community.

**General Background:** Established in 1978, the DaVinci Center for Community Progress aims to improve the quality of life for residents in the North End of Providence by providing a broad array of quality services and neighborhood improvement projects that respond to the community's needs. Located in the heart of Providence's North End, DVC is committed to addressing systemic issues and supporting the community through a community needs assessment.

**Purpose of the Needs Assessment:** DVC seeks proposals to guide a possible expansion of our program and the creation of new ones. The consultants will report to the Executive Director and the Community Services Manager.

**Project Scope:** DVC expects to partner in the development and implementation of the needs assessment, including:

* Identifying community needs related to social services, health care, housing, food, and education.
* Identifying barriers to accessing social services, health care, housing, food, and education.
* Identifying service and program needs to reduce barriers to accessing social services, health care, housing, food, and education.
* Conducting broad outreach strategies to ensure engagement of hard-to-reach populations.
* Identify partnerships that could collaborate to meet community needs.
* Making recommendations for future services and programs to meet current and projected community needs.

**Needs Assessment Metrics and Criteria:** Proposals should indicate data collection methodologies and community engagement strategies. DVC reserves the right to own collected data.

**Cost Proposal:** Proposals shall include the cost and hours allocated to implement the assessment. Respondents must note any items they cannot perform or intend to subcontract. Respondents must indicate a not-to-exceed cost for service.

**Anticipated Timeline:**

* Proposals due: June 21, 2024
* Consultant selection: June 28, 2024
* Project completion: December 2024

**Evaluation/Acceptance of Proposals:** Selection factors include prior experience, capacity, references, approach, and cost estimate.

**Submission Requirements:** Proposals should include a description of the proposed needs assessment process, resumes of individuals performing the work, firm summary (if applicable), references, conflicts of interest statement, and any exceptions to this RFP.

**Submission Deadline:** June 21, 2024, 5 p.m. CST

Proposals may be submitted by email to ngonzalez@davincicenter.org or mailed to the address provided.

Don't hesitate to contact Norma Gonzalez, Executive Director, at 401-272-7474 or ngonzalez@davincicenter.org.

DVC appreciates your interest in this needs assessment.

Norma Gonzalez, Executive Director
DaVinci Center for Community Progress