



COMMUNITY ACTION PROGRAM
BELKNAP-MERRIMACK COUNTIES, INC.
EMPOWERING COMMUNITIES SINCE 1965



REQUEST FOR PROPOSAL (R.F.P.)
COMMUNITY NEEDS ASSESSMENT CONSULTING SERVICES

INTRODUCTION

The Community Action Program of Belknap-Merrimack Counties, Inc. (CAPBM) is soliciting proposals for a vendor to conduct a community needs assessment of the geographical area served by CAPBM. The assessment will be used to inform its Board of Directors, community partners, executive management team, and direct service staff about the demographics of its service area that may impact the development of agency policies, practices, and program funding.

CAPBM is a New Hampshire-based, IRS-approved 501(c)(3) private, nonprofit organization overseen by a voluntary Board of Directors. The Agency was established in 1965 under the provisions of the Equal Opportunity Act of 1964 and is a New Hampshire organization in good standing with the New Hampshire Secretary of State.

CAPBM continues to plan for the future, striking a balance between the diverse needs of our residents and their communities. The Agency administers federal, state, and local government-funded programs.

MISSION STATEMENT

The mission of the corporation is to reduce poverty, revitalize low-income communities, and empower individuals and families to achieve economic self-sufficiency. Through the strategic coordination of a broad spectrum of federal, state, local, and private resources, the organization seeks to deliver impactful services that address the root causes and conditions of poverty.

The corporation is committed to fostering the active engagement of residents from low-income communities, ensuring their voices are central in shaping solutions to the challenges they face. By forming partnerships with private, religious, charitable, and community-based organizations, as well as business, labor, and professional groups. The agency aims to enhance the quality and accessibility of services while expanding opportunities for those who are most in need.

REQUEST FOR PROPOSAL (R.F.P.)

CAPBM is seeking proposals from qualified vendors to provide professional services in conducting and producing a comprehensive **Community Needs Assessment** for Belknap and Merrimack Counties. The assessment will identify the current conditions affecting individuals and families in the service area, examine how existing services address community challenges, and inform future planning and resource allocation.

The purpose of the Community Needs Assessment is to:

- Understand the full scope of emerging and ongoing needs of economically insecure individuals and families within the service area;

- Educate community leaders, partners, and stakeholders about those needs;
- Inform CAPBM’s strategic role in addressing service gaps and reducing barriers to economic security;
- Identify opportunities for collaboration and partnership to maximize community impact;
- Highlight relevant public policy issues;
- Demonstrate CAPBM’s commitment to data-driven decision-making and the effective use of resources.

The final report should include an in-depth analysis of current service providers, assessing how well their services align with community needs, identifying barriers that prevent residents from accessing services, and pinpointing gaps in service delivery. CAPBM will award the contract to the most qualified and cost-effective provider capable of meeting the assessment's scope and objectives.

INQUIRIES

Questions regarding this R.F.P. will be submitted to Jeanne Agri at jagri@capbm.org with “Community Needs Assessment” in the subject line. Questions regarding this R.F.P. will only be accepted by email. The deadline for questions is May 23rd, 2025, at 4:30 p.m. Questions will be responded to by May 30th, at 4:30 p.m.

SUBMITTING PROPOSALS

Submit an electronic copy to Jeanne Agri at jagri@capbm.org. All proposals must be received on or before at 4:30 pm, June 13, 2025. Proposals received after the due date will be rejected. The proposal offer acknowledges the right of CAPBM to accept or reject any or all proposals and to waive any informality in any proposal received.

INFORMATION REQUIRED WITH PROPOSAL

Proposals must include:

- A. Introduction of the Vendor, summarizing the company’s background, resources, and relevant experience.
- B. Examples of past projects, preferably of a similar size and scope.
- C. References from at least three (3) past projects, preferably matching those projects used as examples in B above.
- D. Proposed budget for the project. The budget should include a suggested work plan and a detailed breakdown of fees for professional services, including hours, as well as administrative services.
- E. Proposed schedule for the project, including project stages, milestones, and payments.
- F. A list of personnel on the project team.
- G. Identify the main point of contact – name, title, phone, and email address must be included.

DESCRIPTION OF SERVICES/DATA ANALYSIS

A comprehensive community assessment requires both quantitative and qualitative data on economic and social conditions, with a focus on the root causes of poverty and the lived experiences of the population served. The vendor will be expected to collect, analyze, and present a complete picture of the conditions across Belknap and Merrimack Counties.

The Community Assessment should provide a comprehensive statistical profile of Belknap and Merrimack Counties, highlighting key demographic characteristics of the population. It must include a focused analysis of poverty rates, disaggregated by gender, age, and race/ethnicity, and examine trends in core needs such as food insecurity, housing instability, transportation, childcare, and healthcare costs.

In addition, the assessment should address emerging needs and systemic factors that contribute to or sustain poverty. It should explore current and projected population trends, migration and relocation patterns, and community health indicators, including prenatal care, immunization rates, insurance coverage, and oral health.

The report should also identify the needs and available resources for seniors (ages 60+), individuals with disabilities, and other marginalized populations. An asset map of community services must be included, along with an analysis of service gaps. Finally, the assessment should outline key drivers of poverty, including employment, education, transportation access, and housing affordability.

The vendor is required to use both **quantitative data** (e.g., U.S. Census, American Community Survey, and state/local data sources) and **qualitative data** (e.g., focus groups, community interviews, and surveys) gathered from a broad range of stakeholders, including service recipients and community partners.

As part of this Community Needs Assessment, the vendor is expected to place specific emphasis on identifying and analyzing the needs of vulnerable and fragile families with young children across Belknap and Merrimack Counties. The assessment should include:

- Data on poverty rates among children under age five
- Evaluation of the availability, affordability, and accessibility of childcare options
- Identification of barriers families face in accessing traditional center-based early childhood programs
- Analysis of the demand and feasibility for expanded **Head Start** and **Early Head Start** services, with particular attention to the **home-based Early Head Start model** as a strategic approach for reaching underserved families

The final report must provide actionable insights and recommendations related to the areas identified in the above section.

ADDITIONAL DATA COLLECTION REQUIREMENTS

Provide, according to the Head Start/Early Head Start Program standards, the collection and analysis of demographic data, and economic trends, including, but not limited to:

- The number of eligible infants, toddlers, preschool-age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:
 - Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));
 - Children in foster care; and
 - Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;
- The education, health, nutrition, and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;
- Typical work, school, and training schedules of parents with eligible children;
- Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;
- Resources that are available in the community to address the needs of eligible children and their families; and,
- Strengths of the community.

In summary, the vendor will provide an analysis that includes:

- A detailed demographic breakdown, including current data on poverty rates by gender, age, and race/ethnicity
- A dual-methodological approach, utilizing quantitative indicators and qualitative insights to identify community conditions and service needs
- Findings on the causes and conditions of poverty, informed by data and community input
- Results from surveys, interviews, and focus groups with clients, service providers, and community members
- An asset map of existing programs and services, highlighting duplications, gaps, and underserved areas
- A gap analysis with recommendations on unmet service needs, prioritizing CAPBM's response based on impact and feasibility
- Visual representations of data, including tables, charts, and infographics
- Policy and programmatic recommendations for addressing short- and long-term community needs
- A summary of implications for program planning, community partnerships, and public advocacy
- Presentation of findings to the CAPBM Board of Directors

AWARD OF CONTRACT

The contract resulting from this RFP will be awarded to the vendor whose proposal is determined to be the most advantageous to CAPBM, based on a comprehensive evaluation of cost, functionality, relevant experience, quality of past performance, and other criteria outlined in this RFP.

Proposals will be assessed for overall responsiveness to the requirements and the total cost for all services specified. CAPBM reserves the right to engage in negotiations with one or more vendors and may request revisions to proposals based on those discussions.

By submitting a proposal, vendors acknowledge that they have reviewed, understand, and agree to the terms and conditions described in this RFP.

All qualified, competitive proposals will be considered, and the selected vendor will enter into a **Fixed Price Contract** with CAPBM.

CAPBM RESERVES THE RIGHT TO:

- Consider proposals based on their relative merit, risk, and value to the organization;
- Negotiate with all service providers.
- Reject any or all offers and discontinue this R.F.P. process without obligation or liability to any potential vendor, when it is in the Agency's best interest;
- Accept an offer other than the lowest-priced one.
- Proposals received shall be judged by CAPBM solely on the following selection criteria:
 - Vendor's understanding of CAPBM's mission and the scope of this project;
 - The proposed price of the entire project;
 - The expected timeline for completing the project;
 - The vendor's demonstrated experience in similar projects for both corporate audiences and nonprofit organizations.

REJECTION OF PROPOSALS

CAPBM reserves the right to accept or reject any and all proposals and waive any minor discrepancies or technicalities in the proposal or specifications required to complete this project or when deemed to be in the best interest of CAPBM.

CONFIDENTIALITY

All information presented in this R.F.P., including information subsequently disclosed by CAPBM during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

PROJECT DELIVERABLES

All recommendations identified during this engagement will be documented and reviewed with CAPBM management. All deliverables produced during the engagement are for the sole use of CAPBM management. All work papers, analyses, and final reports will remain the property of CAPBM.

COST OF PROPOSAL

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation, and submission of the bid, and CAPBM shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.