



RFP: Community Profile Consultant

Interfaith Action of Evanston (IAE) invites well-qualified professional(s) (also referred to as "consultant" herein) to submit proposals for community profile consultancy services as described by the scope of services below. It is anticipated that the consultancy will start on or about July 1, 2019 and last through December 31. We anticipate that the consultancy will provide approximately 25-40 hours per week of services, which can be provided by one or more individuals. The consultant services for IAE will constitute an independent contractor relationship, not an employment relationship.

The consultant will report to the chair of the Community Discovery Project Committee.

Organizational Background

Interfaith Action of Evanston (IAE), based in Evanston, IL, is a 501c(3) non-profit organization. It was organized in 1970 with a mission to bring together communities of faith and spirit to serve people who are hungry and homeless and to express shared values through action and interfaith dialogue.

Membership is open to any faith organization that actively participates in our mission to serve hungry and homeless persons in Evanston and affirms that it wants to be a member.

Mission Statement

Inspired by diverse faiths and shared values, Interfaith Action of Evanston brings people together to serve hungry and homeless people, pursue interfaith dialogue, and engage in advocacy that promotes social justice for those we serve.

Vision Statement

Interfaith Action of Evanston strives to build a just community. We work with diverse faith communities and individuals seeking to address the systemic issues of poverty, unemployment, homelessness, and hunger. Through interfaith dialogue we bring people together to build relationships and encourage understanding across faith boundaries. We partner with local legislators, community leaders, and our neighbors to promote a healthy and equitable society.

Additional information about IAE's current programs is available at <http://www.interfaithactionofevanston.org/>

Services Objective

The IAE is seeking consulting services to inform IAE's discernment about its future place in serving Evanston's hungry and homeless people, including the creation of a directory of all available services and providers for all hungry and homeless people in Evanston and an analysis of the extent of unmet needs, as described in the scope of services and survey timeline below. **The target populations for this project are those who are homeless and hungry as well as those housed but hungry.**

By the beginning of 2020, the IAE Board seeks the capacity to discern the following:

- 1) Where the needs of Evanston's hungry and homeless people of all ages and conditions can best be met within the framework of IAE's mission and resources; and
- 2) How IAE can raise sustainable funding to do existing and new work planned in 2020, 2021, and beyond.

To support these goals, project outcomes for this consultancy are twofold:

- 1) Data, analyses, and recommendations that can inform Board decisions and direction; and
- 2) A directory of all available services, as enumerated below.

Scope of Consultant Services

1. Comprehensive survey of all services available to meet needs for food and shelter of Evanston's hungry and homeless people as specified below. Listing for each service should also include information about the service providers' sense of how people find out about the service and how nearly the current service levels come to meeting city-wide needs for that service.

The survey should result in the creation of a directory of all available services for all hungry and homeless people (children, families, elderly, and adults hungry and homeless for various reasons) in Evanston including:

- a. complete description of each particular service
- b. eligibility and paperwork needed
- c. costs to those needing to be served, i.e. transportation, drivers' license fees, etc.

- d. access information, i.e. location, contact phone, website, contact for future data updates, etc.
- e. language fluency of service providers, i.e. are services available in Spanish?
- f. threats to services, e.g., regulatory hurdles, funding priorities, etc.
- g. a “how to help” section for volunteers and/or donations
- h. photo of the service entrance to the facility

2. Comprehensive report and quantification of all hungry and homeless people in Evanston with needs for food and shelter including detail about reasons for homelessness or hunger, patterns (i.e. long term, short term, emergency, etc.), as well as customary needs of the individuals in each category, such as mental health service, mailing address, short- or long-term housing, etc. Report should include primary data if available. If primary data are not available, report the secondary data used by service providers. If appropriate make recommendations about ways to establish reliable primary data with an example or two. In addition, it would be helpful to provide recommendations from clients for their service priorities. This could include interviews/conversations with guests at shelters or soup kitchens.

3. Based on the data above, provide an overview and analysis of unmet needs of all people in Evanston for food and safe, stable shelter with handicapped accessibility. The variety of needs and the programs that address the needs would match the characteristics of the individuals involved with the needed services. For example, chronically homeless adults need long term regular, easy-to-access food, shelter, medical support, hygiene resources, and places to store their possessions, whereas in a short-term emergency situation all that might be needed was two nights' shelter for a family. The overview would evaluate the extent to which there are insufficient or no services currently available.

The project should create a recommended list of “who needs to know” the details of existing services so people needing them can be directed to the appropriate resources.

4. An overview of 5-10 best practices for services such as emergency responses, pathways to prevention, use of volunteers, etc. Of special concern are best practices that engage volunteers or involve inter-organization collaboration to address various needs of hungry and/or homeless people.

5. Identification of possible sources of public and/or private funding for needed services, including application deadlines and eligibility for each listed resource. Of special concern is the identification of funding sources for which IAE would be eligible.

6. A project summary grouping the strategic approaches and recommendations for the prevention of hunger and homelessness, for intervention for emergency and/or chronic situations, for pathways to independence, and unmet needs for Evanston's hungry and homeless people.

Cost of Services

- The scope of services is estimated to not exceed \$25,000.

Deliverables

- A comprehensive electronic report, including an Executive Summary, to Interfaith Action no later than six months after the awarding of the contract. The electronic version must be compatible with electronic resources at IAE. One print copy delivered at the same time.
- In directory format, a summary of all identified services together with the information specified in the scope of work. The directory should be in a format that may be maintained and updated by IAE. It must be suitable for electronic posting by IAE, as well as for print distribution.

Supervision/Process and Timeline:

- Satisfactory, timely completion of the scope of work as outlined unless modified by mutual written agreement. See time frame below.
- Regular written and or oral updates to the CDP chair, based on an agreed upon project timeline for the work. Anticipated completion time is 6 months from the date the contract is formally awarded and accepted.
- Two presentations to the IAE Board and staff at agreed upon points in the project. One prior to the completion of key sections of the project soliciting input and one upon final completion summarizing findings and recommendations.
- Final approval of each task in the Scope section of the RFP will be a judgment call of the CDP chair, who will take responsibility for coordinating with the IAE Board and appropriate committees.

July 1: Contract Awarded

October: Completion of Scope tasks 1, 2, and 3

December: Delivery of Scope task 4

January: Delivery of completed project

Payment Schedule: (Time for delivery is specified in weeks following the date the contract is awarded.)

5% of the contracted fee upon awarding and acceptance of contract.
35% upon completion and approval of Scope specified Sections 1, 2 and 3. (12 weeks)
20% upon completion and approval of Scope specified Section 4. (16 weeks)
40% upon completion and approval of Scope specified Sections 5 and 6 and all specified deliverables. (24 weeks).

Schedule for Proposals

Proposals will be reviewed starting on June 17, 2019.

Proposal Content

To receive consideration, initial proposals must include the following and be submitted to IAE CDP Committee Chair, Joey Rodger, jr@interfaithactionofevanston.org.

Letter of Transmittal: Please include a brief introduction submitting your understanding of the work to be performed. Also, include a brief description of your business including the address from which services will be provided and contact information for questions and follow-up.

Consulting Profile: Please provide a brief history of your recent consultant experience. State whether your business is local, national or international and provide staff size.

Identify any qualities you believe make your consultancy well suited to this project. Please highlight:

- Any work you have done with similar organizations or projects.
- Demonstrated understanding of the needs of hungry and homeless people.
- Experience in gathering community-level organizational and client needs data, as well as appropriate analyses and report generation.
- Education and other credentials of consultant(s) especially training in social sciences, economics, and/or social policy
- Demonstrated excellence in written and oral communication.

Proposal Submission Requirements

Proposals should be submitted by June 17, 2019 to: jr@interfaithactionofevanston.org.

1. Proposals should include a cover letter containing the name of the proposing individual/firm, the name(s) of the professional(s) proposed to

provide direct service for the duration of the project, email address, postal address, and telephone number.

2. Proposals should include a 5-7-page narrative that describes the methodologies to be used to address the six items included in the Scope of Consultant Services
3. Proposals should include resume(s) and/or curriculum vitae of the professional(s) who will provide direct service for the project.
4. Proposals should include the name, contact person, title, telephone number, and email addresses of three references for similar projects, as well as a brief description of each project.
5. By submitting a proposal, the consultant authorizes IAE to contact references to evaluate qualifications for this project.

Proposal Evaluation Criteria

- Performance capability -- the extent to which the proposal demonstrates ability to provide the depth and breadth of experience, skills, knowledge and competence generally required by this project.
- Completeness and quality of response -- the thoroughness and concern for the quality of data collection and analyses proposed.
- Understanding of the needs of hungry and homeless people.
- Understanding of the mission and strategic objectives of the IAE.

Interviews

Top-rated candidates may be invited for a personal interview.

Contract Award

IAE plans to select the best qualified consultant by the end of June, 2019. The selected firm and IAE will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions and performance schedule for the subsequent contract to be executed.

For More Information

For questions about this RFP, please contact Joey Rodger at jr@interfaithactionofevanston.org

Women and candidates of color are encouraged to apply. IAE is an equal opportunity employer and does not discriminate on the basis of age, sex, disability, race, color, religion, national origin, marital status, general identity or expression, sexual orientation, personal appearance, family responsibilities, genetic information, matriculation, political affiliation, or other characteristics unrelated to professional performance.

