



Unidos

FOR STRONGER COMMUNITY

Request for Proposal

Initiative Coordination

Revision 080122



The backbone organization of UNIDOS



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Introduction

UNIDOS for stronger Community (UNIDOS) is a network of community members, organizations and institutions working in the South Valley and Westgate areas of Bernalillo County working to increase equitable access to community resources in the South Valley and Westgate communities with an intention to decrease the adverse social determinants of health (SDoH), particularly the reduction of Intimate Partner Violence (IPV).

Initiative's history and purpose

Moved by the fact that Intimate Partner Violence (IPV) in the South Valley and Westgate is at unprecedented levels and the children from these areas are suffering the consequences of growing up witnessing violence in their homes, a group of more than 130 community leaders representing ten stakeholder sectors met in October 2019 to collectively find solutions to this complex social, cultural, and public health crisis. The group identified four priority areas to prevent IPV and its effects on children: decreasing family stressors, expanding services, educating the community about Intimate Partner Violence, and promoting new social norms that encourage individual, family and community change.

For a year, a core group of leaders met regularly and, in the Fall of 2020, created the UNIDOS for stronger Community (formerly known as, IPV Prevention Collective or the Collective). After exploring approaches taken by other communities around the world to deal with similar complex issues, the Collective found that Collective Impact was the approach that better contributed to large scale impact and decided to follow this process which has the following essential elements.

- A common agenda shaped by collectively defining the problem and shared vision
- Continuous communication to build trust and coordinate activities
- A backbone team dedicated to aligning and coordinating the work of the group
- Shared measurements, based on agreement among all participant to track and share progress in the same way to allow for continuous learning, improving and accountability
- Mutually reinforcing activities, integrating the many different activities being implemented by organizational and institutional partners to maximize the end result
- Centering the effort in equity which means that actions and policies to be implemented must be informed and supported by people directly impacted by the problems that the collective is trying to address.

After a rigorous process the Collective selected the Rio Grande Community Development Corporation (RGCDC) to assist in aligning and coordinating the work of the group. The RGCDC is a community-based organization that started in 1986 to provide a vehicle for public and private resources to reduce needs identified by residents and business owners in the South Valley. For over thirty years, its focus has been working to help people affect change in their neighborhoods. Focusing to pursue community-wide healthy economic and social development that enriches traditional cultural values and historical uses of the land while supporting the peoples' voice in development and reducing poverty through entrepreneurial enterprise. Because of its long history in the target community and its demonstrated commitment to equity, the Collective is confident that RGCDC has the capacity to guide dedicated staff to support the key functions for the sustained operations of the Collective.



RGCDC's approach is to connect purpose with action to collectively build stronger and healthier communities to achieve RGCDC's vision – summarized in RGCDC's motto: **Purpose, meet doing**

Request for proposal purpose

The purpose of this Request for Proposal (RFP) is to ensure the proper initial implementation of the UNIDOS strategic plan and set the initiative for success for its long-term strategy implementation.

Scope of work summary

UNIDOS is soliciting proposals from offerors to provide services to execute and complete the initial implementation of the UNIDOS's strategic plan.

Full scope of work is described in the section below

Contact information

Any inquiries or request regarding this RFP by the offeror should be submitted in writing to the UNIDOS selection committee. Proposals submitted by the offeror can be received by email or mail, but email is preferred.

By email:

- Email: admin@rgcdc.org
- Subject: UNIDOS PROJECT COORDINATION RFP INQUIRY

By mail:

- Attention: UNIDOS Selection committee and RG CDC procurement
- Address: 318 Isleta Blvd SW Alb. NM 87105

Remuneration and Relationship

The relationship between RG CDC and the successful offeror will be that of an independent contractor with the Rio Grande Community Development Corporation (RG CDC), the backbone organization of the UNIDOS for Stronger Community (UNIDOS).

UNIDOS is offering a total **contract amount of up-to eighty-five thousand dollars (\$85,000), (tax inclusive)** over a one-year period.

The agreement shall have an original term of 12-months with a review conducted at a 3-month for the opportunity to evaluate the terms and conditions. However, RG CDC, at its sole and absolute discretion, may terminate the contract with a 30-day notice if the contractor fails to meet the terms of the agreement.

General requirements

- Any cost incurred by the offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror. This solicitation does not commit RG CDC to pay any cost incurred in the preparation and submission of the proposal or in making any necessary studies for the preparation thereof.
- The successful offeror is responsible for performance by any subcontractor providing services in connection with this RFP; payments to a subcontractor(s) is the responsibility of the successful

offeror. The successful offeror is solely responsible for fulfillment of the contract agreement resulting from this RFP

- RGCCDC reserves the right to reject a proposal from any offeror who has previously failed to complete on time an agreement of similar nature; or who is not in a position to perform the work governed by this RFP
- Offerors will be allowed to withdraw their proposals at any time by sending the request in writing to the address or email above.
- RGCCDC shall manage any confidential information or trade secret that the offeror identifies as “proprietary” or “confidential” in strict confidence with the same degree of care applied to its own Proprietary Information of like importance, which it does not wish to disclose, publish, or disseminate to third parties. All Proprietary Information is and shall remain the property of the Disclosing Party.
- This RFP may be cancelled at any time and any and all proposal may be rejected in whole or in part when the UNIDOS selection committee determines such action to be in the best interest of the initiative.
- Any agreement awarded as a result of this RFP process may be terminated if sufficient funding do not exist. Such termination will be affected in accordance with the agreement resulting from this RFP.
- A draft copy of a professional agreement is included in the appendix section. However, RGCCDC reserves the right to negotiate with the successful offeror provisions in addition to those contained in this RFP
- The selection committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified in this RFP
- Insurance is required of the contractor in the limits identified in the draft professional agreement
- Pursuant to Federal Tax Law (internal revenue code, Section 6041), RGCCDC is required to obtain a Taxpayer identification number (TIN) and a completed W-9 from the successful offeror.
- This RFP is governed by the laws of the State of New Mexico

Sequence of events

UNIDOS will make every effort to adhere to the following schedule:

- August 3rd to September 2nd, 2022 – Acceptance of proposals
- August Tuesday 16th 10:00am -11:00am - Non-mandatory Q&A informational session
 - <https://rgcdc-org.zoom.us/j/85347130049>
- September 5th to September 9th, 2022 – Proposal evaluation
- September 12th, 2022 – Announcement of finalist or non-finalist
- September 12th to September 23rd, 2022 – Interview(s) of finalist(s)
- September 26th to September 30th, 2022– Contract negotiations
- October 3rd, 2022 – Award

Proposal will be accepted **until September 2nd at 5:00pm MST**. Any proposals received after this date and time will be returned to sender.

Scope of Work

UNIDOS is soliciting proposals from offerors to provide services to execute and complete the initial implementation of the initiative’s strategic plan, which includes the coordination with the UNIDOS steering committee, working groups and partners to achieve the initiatives goals and in coordination with the steering committee develop and implement initiative’s improvements.

UNIDOS has developed the following working groups

- Childcare services & parents
- Economic justice (financial stability and advocacy)
- Behavioral health & service organizations
- Communications
- Healthcare
- Funding
- Data & evaluation
- Community schools & education
- Public safety

UNIDOS strategies, objectives and goals are included in the 2022 strategic plan attached in the Appendix section

The successful offeror will describe a strong and realistic timeline and approach to achieve the following scope of work in the targeted demographic areas:

1. Implement the first year's 2022 strategy plan by supporting working-groups in the implementation of each of their strategies described in the strategy plan.
2. Assess, analyze, evaluate, and provide improvement recommendations of the current strategy plan and improvements proposed by the steering committee, community members and other key stakeholders.
3. Identify, prioritize, and develop recommendations for advocacy focus to appropriate initiative's partners.
4. Develop and implement a communications and community engagement plan that allow the initiative and RG CDC to continue build its identity as a respected, neutral convener among a broad spectrum of stake holders.
5. Develop and implement a community asset gap analysis leading to comprehensive service delivery and systemic work.
6. Develop new and maintain current relations with bilingual (English/Spanish) community partners and members
7. Recruit additional cross-sector stakeholders as identified during the performance of the agreement.
8. Develop and implement internal operations' processes and systems, including internal communications, decision making processes, and internal progress indicators.
9. Develop or update the initiative's budget and financial forecast and performance indicators
10. Develop and implement a fundraising plan in alignment to the initiative budget and financial forecast
11. Implement data collection process in collaboration with the Data & Evaluation working group, RG CDC staff, and any contracted or volunteer evaluation firm or professional.

Proposal Format

Offeror may submit only one (1) proposal. To ensure consideration for this RFP, your proposal shall be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:

- Front cover
- Table of contents
- Qualifications and experience, including a curriculum vitae (CV)

- Narrative description of recent and similar multi-organization and multi-sector successful project(s)
- Two (2) client references
- Offeror approach to work and engage with community
- Narrative response to the scope of work as required in the scope of work section
- Budget and billing rates
- Acceptance to the general requirements described in the RFP
- Any additional Terms or Conditions that should be considered

Evaluation

Process

UNIDOS selection committee will evaluate all responses equally. The selection committee include members of the steering committee selected for the purpose of evaluating the proposals and oversee the selection process.

Criteria

A maximum of **100 points** are possible in scoring each proposal for the evaluation in accordance with the evaluation factors described below. Information in one criterion may overlap information in other criteria. Offerors are encouraged to fully address each criteria completely, as points are assigned for responses to each separately.

Criteria Factors

- 40 points | Offeror's qualifications and experience
 - Professional certifications
 - Experience in managing and coordinate multi-sector coalitions of organizations and individuals
 - Experience in the nonprofit sector, including fundraising
 - Understanding of the demographic targeted areas
 - Community engagement experience and capacity to convene stakeholders, including bilingual communities.
 - Experience managing complex data-driven projects
 - Experience in developing and implementing successful communications
 - Understanding of financial management and budgetary processes
- 5 points | Offeror's experience in similar projects
- 10 points | Offeror's philosophy
 - Client references feedback
 - Offerors alignment with Collective impact essential elements
- 45 points | Narrative response to the scope of work
 - All scope of work requirements is addressed
 - Propose approach and timeline to achieve the scope of work
 - Description of activities to achieve scope of work goals