**Request for Proposals:** Community Needs Assessment

**Issue Date**: April 20th, 2024

**Deadline for Submission:** July 15th, 2024

**Purpose**

This Request for Proposal aims to solicit proposals from dynamic consultants to facilitate and create a Community Needs Assessment of the African Diaspora immigrant and refugee community in King County, WA. This assessment should use a variety of culturally competent data collection methods to build a comprehensive picture of the community's strengths, needs, and priorities across a range of disciplines (housing, health, food access, education, etc). The Community Needs Assessment will be distributed to stakeholders across public and private sectors. It will inform future strategic planning and development of programs to improve the overall quality of life for our King County African Diaspora immigrant and refugee communities. The assessment should be completed by March 31st, 2025.

**Background**

Led by visionary women of color, African Community Housing and Development (ACHD) provides holistic, complete, and culturally responsive support for the African Diaspora Immigrant and refugee community in King County. Our staff and board represent the community we serve, with 83% of staff identifying as BIPOC and 100% of our board identifying as African Diaspora. Our program participants are youth, families, and elders of the African Diaspora immigrant and refugee families comprising of over 10,000 individuals annually across 75 Washington state zip codes. Our program participants speak over 28 different languages and dialects. ACHD prides itself on offering a variety of holistic programs utilizing the whole-person approach that supports the whole family.

Our Mission: *To provide opportunities for African Diaspora immigrant and refugee communities, families, and individuals in King County to attain health and housing stability, economic development, high-quality education, and referrals to legal services.*

Our Vision: *An informed African immigrant and refugee community that is engaged in the holistic development of their families, communities, and environment.*

ACHD recognizes the value of community voices and aims to understand how to effectively meet program participants’ needs.

**Project Goal and Scope of Services**

1) Develop a comprehensive, detailed roadmap outlining the assessment process, including budget, timeline roles, tasks, required resources, deliverables, deadlines, and scheduled meetings.

2) Develop a plan to involve and actively engage community members in all phases of the assessment process and identify factors that may impact the assessment process.

3) Analyze and assess existing data related to the needs, priorities, and strengths concerning African Diaspora immigrant and refugee populations in King County. This includes assessing the impacts of housing, jobs, economic opportunities, education, health, food access, etc.

4) Obtain statistically valid information from community members and key stakeholders to understand their knowledge, attitudes, beliefs, skills, and behaviors affecting their overall quality of life. This should utilize a variety of qualitative and quantitative culturally responsive methods.

5) Utilize both quantitative and qualitative data obtained from assessments to list and address the needs specific to the African immigrant and refugee populations in South King County.

6) Create a final document summarizing the assessment process, findings, recommendations, and proposed interventions that can be shared with the public and stakeholders.

**Evaluation Criteria**

In awarding a contract for consulting services to develop a Community Needs Assessment for the organization, ACHD will examine a number of factors and criteria will include:

1. The extent to which the proposal clearly describes the scope of work

2. Specific plans or methodology to be used to perform the services; ACHD values a highly visual method of information-sharing

3. Qualifications and experience of consultant in providing community needs assessments

4. Availability for work to be conducted in-person (SeaTac, WA) and/or virtually from July 2024 - March 2025, with the final published Community Needs Assessment presented to the ACHD team no later than March 31st, 2025.

5. Project cost

6. As ACHD is a Black, immigrant-led organization that serves the African Diaspora community, the consultant’s relevant lived experience, cultural competence, and use of an anti-oppressive framework will be a significant evaluation factor.

**Application Process and Procedures**

Proposals should include:

1. A brief cover letter/Executive Summary

2. A description of the applicant’s general approach to community needs assessment, including

methodology, perspective, or philosophy that guides your work with organizations in this undertaking

4. A project timeline that indicates staff/board/leadership/community involvement

5. A detailed budget that breaks out project expenses

6. Credentials and qualifications of key personnel who will take responsibility for working directly on this project (resume format is acceptable); references may be requested of final candidates

7. Example(s) of a published Community Needs Assessment by your company (optional but encouraged)

*Please note that ACHD will not reimburse applicants for any costs they incur in developing their proposals.*

Please send completed proposals by July 15th, 2024, to Brianna Dancy, Health and Wellness Manager, at brianna@achdo.org.