INVITATION TO BID

Newcap, Inc. is seeking proposals from consultants/firms for the development of both (1) a comprehensive Community Needs Assessment and (2) a Three-Year Strategic Plan.

Newcap, Inc.’s Mission Statement is as follows:

## Newcap, Inc., a private, non-profit Community Action Agency in Northern and Northeastern Wisconsin, our mission for over 5o years has been to move people from poverty to opportunities and economic security and improve communities

Newcap, Inc.’s Vision is as follows:

Newcap, Inc. envisions a community where individuals and families have the opportunities and resources to live with dignity, achieve their fullest potential, maintain long-term independence, and become economically stable.

Newcap Inc.’s Community Needs Assessment will provide in-depth information regarding and analysis of community needs in the following ten Wisconsin counties for which our Agency provides services: Brown, Shawano, Langlade, Vilas, Oneida, Oconto, Marinette, Menominee, Forest and Florence counties.

1. COMMUNITY NEEDS ASSESSMENT

The selected party will gather and analyze quantitative and qualitative data from multiple sources, integrate primary and secondary data, match causes and conditions of needs and trends, assess community services gaps, comment on intersection of demographic characteristics and poverty in the Newcap, service areas of Brown, Shawano, Langlade, Vilas, Oneida, Oconto, Marinette, Menominee, Forest, and Florence counties. Newcap, Inc. will form a Strategic Planning Committee consisting of staff, board members, and customers. The awardee will report and disseminate information to this committee and the Board of Directors, and produce a professionally finished document.

The Community Needs Assessment will assist the Agency in strategic planning and programming decisions in relation to: relevancy of programming, service delivery and design, resource allocation, and geographic distribution of services.

2. THREE-YEAR STRATEGIC PLAN

Based on the community needs assessment, the awardee will be expected to develop a three-year strategic plan. This process will include assisting in refining the vision for Newcap, Inc. and clarifying its role, mission, values, priorities, and goals, if necessary. The work will also include engaging Agency board, staff and community partners/stakeholders in the development of short and long-term Agency goals, objectives and strategies.

**INFORMATION REQUIRED WITH PROPOSAL**

Bidder's response must include the following information in the same order and format sequence:

* Cover Sheet
* References
* Cost sheet of estimated costs with estimated completion time
* Written description of the anticipated process approach of the project based on this document
* Prior experience and qualifications
* A work sample(s) or a web-link of a related piece(s)

**QUALIFICATION AND EXPERIENCE**

The qualified consultant must satisfy the following requirements:

* Experience in providing a high quality Community Needs Assessment and strategic planning;
* Experience, familiarity and expertise in understanding the requirements of the CSBG legislation and ROMA Next-Gen;
* Familiarity with Community Action and Newcap, demographics, human services, and the community development industry; and
* Expertise in statistically-valid data gathering, interpretation, analysis, and communication of findings.

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| **TIMELINE** |  |
| E-mail bids out: | October 30, 2018 |
| Deadline for bids to be submitted to Newcap: | November 21, 2018, 4 p.m. |
| Bid awarded: | On or before December 17, 2018 |
| Project completion: | June, 2019 |

Deadline: By 4:00 p.m. on Wednesday, November 21, 2018

 E-Mail to: Cheryl Detrick, President/C.E.O.

 cheryldetrick@newcap.org

 Subject: Community Needs Assessment Proposal