

TOWN OF VERNON



REQUEST FOR PROPOSALS

#2040 – 08/21/2018

12:00 pm

**PROFESSIONAL SERVICES TO CONDUCT
A COMMUNITY NEEDS ASSESSMENT**

I. BACKGROUND

Vernon is a celebrated place to live and work. The Town has beautiful parks and lakes, vast trails and historic homes and buildings. With a population of nearly 30,000 and occupying only 18.03 square miles, Vernon combines a balanced appreciation of history with a strong economic base for growth. Helping to enhance its quality of life are many dedicated, passionate civic organizations. These groups are an integral part of the community; providing a variety of resources to our residents and visitors including but not limited to: economic development opportunities, recreational activities and social services programs.

II. OBJECTIVE

One of the Town's objectives is to develop and support programs and services that meet community needs. An integral part of meeting this objective is being able to improve communication with the community about programs and services available to them. Preliminary meetings with community stakeholders were held and information and ideas were compiled in order to proceed with this initiative.

III. INTENT

The Town of Vernon, in collaboration with our civic partners, is requesting proposals (RFP) from qualified firms or individuals for professional consulting services to conduct a community needs assessment.

IV. DESCRIPTION OF SERVICES NEEDED

A consultant will engage the Vernon community in focus groups that assist the Town in identifying areas of strength and weakness in its current communication strategies. Through research of current methods utilized and identifying challenges that exist within our community, the consultant will help the Town develop clear goals and objectives. These goals and objectives will formulate a plan to reach the desired outcome of developing and facilitating programs and services that will meet the needs of our community while enhancing our culturally rich and vibrant community.

V. EVALUATION OF PROPOSALS

The Town requests all proposals contain the following information:

- **Consultant/Firm** – Include complete name, address, phone and e-mail address.
- **Anticipated Scope of Work and Timeframe** – Describe your plan for accomplishing the work – including the activities, format, and timeframe required to complete the project. Provide a timeline that includes each phase of the project. Include a description of expected

time commitments of staff and volunteers. Also include the hours and days of the week available to hold meetings.

- **Budget and Cost** – Provide number of hours and hourly rates for each of the consultants assigned, and specify their respective duties. Include the cost for each phase, as well as the maximum fee for this project. Identify personnel and non-personnel items separately within the total budget.
- **Resumes of Key Personnel** – Provide resumes of each consultant who will work on the project, and their respective responsibilities for this project. Include a summary of relevant experiences of each of the consultants in working on similar projects with similar agencies.
- **Previous Clients/References** – Provide a list of previous clients, as well as references for each of the consultants assigned to the project. Briefly describe the scope of the work for these references, the year completed and a contact name and phone number for each one.

VI. PROCESS

- A. All firms/individuals responding to this Request for Proposals shall submit two (2) written responses based on the requirements set forth in this RFP document. The RFP document is available online at www.vernon-ct.gov/legal-notices referencing Contract #2040 or at the State of CT, Dept. of Administrative Services (DAS) website State Contracting Portal at www.das.ct.gov. Proposals will be received until 12:00 p.m., August 21, 2018, in the Town Administrator's Office, 14 Park Place 3rd Floor - Administration Vernon, CT 06066.
- B. Any addenda will be posted on the Town's website at least two business days prior to the response deadline. All respondents are responsible for checking the Town's website for the presence and content of all addenda.
- C. Proposals received by the Town will be reviewed for completeness and clarity. They will be evaluated in accordance with the Proposal Evaluation criteria above and the individual/firm(s) to be interviewed, if any, will be determined. The Town may also wish to conduct a second interview prior to making a final award. A decision on an award is anticipated within a month of receipt of the RFP's.

VII. PAYMENT FOR SERVICES RENDERED

Payment is contingent upon submission of invoices and completion of the following:

- First payment of 25% contingent on completion of community focus groups
- Second payment of 25% contingent on completion of draft report
- Third payment of 50% contingent on completion and satisfactory receipt of final report

VIII. GENERAL REQUIREMENTS

A. Reservation of Rights

The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. Respondents are directed to be certain that they understand the terms and conditions as specified in this RFP. All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. It will be expected that all remaining terms and conditions expressed herein are acceptable and shall govern any resulting contract. The Town reserves the sole right to reject proposals that contain exceptions which are unacceptable. In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this work. Services shall only be provided after written authorization is received from the Town. The Town reserves the right to utilize some, all or none of the various services identified in this RFP. All services performed shall be completed to the satisfaction of the Town Administrator. The Town reserves the right to terminate any agreement upon ten (10) calendar days' written notice of failure by the respondent to provide service to the satisfaction of the Town Administrator. The Town shall not be responsible for any expenses incurred in preparing and submitting a response to this Request for Proposals. The Town further reserves the right to request information from individual respondents and to negotiate fees and/or other terms and conditions.

B. Nondiscrimination

The Independent Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Vernon.

C. Hold Harmless

The Independent Contractor agrees to indemnify, defend and hold harmless the Town of Vernon and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Vernon resulting from or arising out of:

Any breach by the Contractor of the terms of the specifications, or

Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Vernon or the Contractor or subcontractors or material men, or Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or

Any damage to property, real or personal, (including property of the Town of Vernon or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Vernon.

D. Insurance

The successful respondent shall furnish a certificate of insurance to the Town Administrator for the following insurance coverage within ten (10) days from notice of award. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut and that has a current A.M. Best's rating of A-(VII) or better. Insurance coverage shall remain in full force for the duration of the award/contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Vernon will receive thirty (30) days notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

E. Independent Contractor

The Contractor is an independent Contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with the Town. The Contractor is not authorized to speak for, represent, or obligate the Town in any manner without the prior expressed written authorization from the Town.

F. Freedom of Information

All proposals and any related submittals to the Town are subject to the requirements of the State of Connecticut Freedom of Information Act, regardless of whether they are marked as confidential, proprietary, or in any other manner. By the act of submitting a bid, bidders agree that they will be subject to Connecticut General Statutes §1-200 et seq.

G. Award

The Town intends, but is not required, to make one or more awards as a result of this RFP that are open-ended in nature in order to provide the continuity and consistency it deems vital to the successful operation of its various programs.

H. Work Product Ownership

All responses and submittals received as a result of this Request for Proposals shall become the property of the Town upon receipt. All work products provided to the Town following award shall also be the sole property of the Town upon receipt.

IX. QUESTIONS

All questions regarding this request for proposals shall be directed to: Allison Maynard, Director of Social Services at amaynard@vernon-ct.gov.

Questions submission deadline is **August 16, 2018 at 12:00pm**. Answers to received questions will be posted by **August 17, 2018** on the Town's website: www.vernon-ct.gov/legal-notices referencing contract #2040.