

# Request for Proposal For COVID-19 Community Needs Assessment



**Objective:** Blackfeet Community College is requesting proposals from individuals, organizations, or consulting firms to conduct a comprehensive COVID-19 Community Needs Assessment. The College is in search of a consultant or organization that will undertake a comprehensive and integrated community needs assessment. The selected organization will work with all departments of the Blackfeet Community College, identifying and gathering institutional data that will inform future academic programming. The community needs assessment will help gather community data to help inform and guide post-secondary and higher educational services at Blackfeet Community College.

## **Organization Overview:**

Background: Blackfeet Community College- a non-profit tribally controlled community college is located in Browning, MT. The college was chartered by the Blackfeet Tribal Business Council in 1974, to "...provide post-secondary and higher educational services..." to the residents of the Blackfeet Nation and surround communities. The Internal Revenue Service approved Blackfeet Community College as a non-profit organization with a 501(c) (3) status in August 1979. Blackfeet Community College is operated exclusively for non-profit purposes to provide post-secondary and higher educational services to the community, and to provide cultural, social and recreational services that are sensitive to the varying community needs.

## **Response Instructions**

Respondents must respond to all questions and requests for information in this RFP.

Please respond to this RFP no later than 5:00 pm (Mountain Time) on October 15<sup>th</sup>, 2021. Please send a digital PDF copy to [karla.bird@bfcc.edu](mailto:karla.bird@bfcc.edu) and mail six hard copies to the following address:

Karla Bird  
Blackfeet Community College  
PO Box 819  
Browning, MT 59417

The Blackfeet College Board of Trustees reserves the right to reject any and all proposals in whole or in part, to withdraw the RFP, and to obtain new proposals. This RFP does not obligate the College to accept or contract for any research or evaluation services.

### **Method of Proposal Evaluation**

An evaluation committee comprised of the staff, faculty, administration, and the Board of Trustees will review all submitted RFPs. Interviews will be conducted with a short list of finalists. Information and/or factors gathered during presentation, reference checks, and/or evaluation criteria rankings will be used to select a consultant(s) or organization. Finalists will be notified by email/phone and will be selected to prepare a 30 minute presentation, along with a 30 minute period for questions/answers. The presentations may be made via video conferencing or in Browning, Montana.

Blackfeet Community College shall not be responsible or liable in any manner for the risks, costs, or expenses incurred by any consultant or organization in the preparation of its response to this RFP, nor travel expenses incurred by the finalists.

### **Evaluation Criteria**

Specific attention will be paid to:

- 1). Credentials, experience, and reputation of the organization, and/or team that will be working with the College.
- 2) Competiveness of management and overall fees for our non-profit organization.

- 3). Timeline of project (data and timeline, data compilation and draft analysis, and final report production)
- 4) Demonstrated experience with Community Needs Assessments or similar projects.
- 5) Scores based on completed proposal, formal presentation, and response to interview questions.

### **Scope of Services**

- 1) Analyze existing institutional data, community demographics, local economics, and tribal/state/regional trends for education and career pathways.
- 2) Connect and interview staff, faculty, administration, and the Board of Trustees on educational priorities at the college. Interview and survey large employment vendors in the community.
- 4) Perform pre-assessment activities: organization, creation of assessment and tools (e.g. surveys, interviews, public forums, focus group, secondary data analysis, asset mapping) to build a comprehensive report. Identify potential partnerships for collaboration on resources.
- 5) Conduct a community needs assessment by gathering quantitative and qualitative data.
- 6) Compile and interpret assessment responses. Deliver raw data to the Blackfeet Community College.
- 7) Identify the impact of COVID-19 on career professions and community needs.
- 8) Identify academic and career priorities for the community that will inform academic programmatic needs at Blackfeet Community College.
- 9) Generate and release final report: Blackfeet Community College Community Needs Assessment

**Meetings:** Three to six meetings with staff, faculty, and administration at Blackfeet Community College. Focus groups and public forms will need to be conducted.

**Deliverables:** Survey tools, raw data, and final report: Blackfeet Community College Needs Assessment.

**Description of Services – Please provide a written response to the following questions:**

The qualified contractor will be responsible for the coordination of a fully completed Community Needs Assessment that includes specific data and analysis in addition to the following:

- 1) Provide an Executive Summary
- 2) Identify data that you would gather and analyze to provide information prior to the community needs assessment.
- 3) Discuss meeting and interview protocols with staff, faculty, and administration at the Blackfeet Community College.
- 4) Identify comprehensive assessment tools that you would use or develop to complete a community needs assessment. Develop an implementation plan.
- 5) Include methodology and rationale, as well as a description of the project design. Please describe all qualitative and quantitative data identification measures, analysis, and assessments that would be used to complete the community needs assessment.
- 6) Identify the measures and impact of COVID-19 on career professions and community needs.
- 7) Create an asset map for potential collaboration with community partnerships.
- 8) Analyze and synthesize data to develop academic and career priorities for the community that will help guide programmatic plans at the college.
- 9) Complete a written report to summarize findings in the Blackfeet Community College needs assessment.
- 10) Provide a timeline to complete the following tasks: meetings/interviews, pre-assessment activities, community needs assessment, analysis of findings, and completion of final report.
- 11) Include cost proposal indicating estimated hours and personnel for each task. Provide billing rates for each key staff member, including sub consultants. The awarded contract will result in a fixed price contract.
- 12) Identify any experience of working with other tribes or tribal entities. Describe your knowledge of tribal colleges and universities.

Thank you for taking the time to respond to Blackfeet Community College's request for proposal for investment management services! Your effort is deeply appreciated and we will respond shortly.