



## **Request for Proposals (RFP)**

### **Community Needs Assessment Consultant**

**Southeastern Vermont Community Action (SEVCA)**

Issued: May 23, 2025

#### **I. Introduction**

Southeastern Vermont Community Action (SEVCA) is seeking a qualified consultant to support the production of its 2025 Community Needs Assessment (CNA). The consultant will work in close collaboration with SEVCA staff to analyze survey and interview data, incorporate demographic research, and deliver a final CNA report that meets the requirements of Community Services Block Grant (CSBG) and informs SEVCA's ongoing strategic and programmatic planning.

#### **II. Project Goal**

The goal of this project is to produce a high-quality Community Needs Assessment report that:

- Reflects the voices and perspectives of SEVCA's clients, community members, and partners;
- Integrates quantitative and qualitative data collected through surveys, interviews, and stakeholder engagement;
- Meets CSBG requirements for CNA reporting;
- Identifies prioritized community needs and strengths; and
- Informs SEVCA's strategic direction and programming priorities for the coming years.

#### **III. Data Provided to the Consultant**

- Community Survey Results: Responses from an online survey (CSV format) and compiled responses from paper surveys (Excel format). Example available upon request.
- Stakeholder Interview Summaries: Narrative summaries and transcripts from interviews and meetings with community stakeholders (Word format). Includes key themes and qualitative findings. Example available upon request.
- Demographic Data: County-level demographic and economic data for Windsor and Windham Counties, sourced from the Community Action Partnership data hub. SEVCA will provide a login for access.

#### **IV. Scope of Work and Deliverables**

Process:

1. Review data provided by SEVCA and develop an initial CNA outline or draft report.
2. Present the draft to SEVCA's CNA working group and collect feedback.
3. Incorporate feedback and produce a final CNA report.
4. Present the final CNA to SEVCA's Board of Directors.

Deliverables:

- Initial CNA report draft (by July 11, 2025)
- Final CNA report (by July 31, 2025)
- Presentation to SEVCA Board of Directors (August 27, 2025)

## V. Experience Required

Successful applicants will have:

- Previous experience producing a CNA for a Community Action Agency or equivalent and/or in collaboration with the Vermont Office of Economic Opportunity (OEO)
- Demonstrated ability to synthesize survey, interview, and demographic data
- Strong writing, editing, and data visualization skills
- Familiarity with Vermont's anti-poverty landscape is a plus

## VI. Content Expectations for the CNA Report

The final CNA report should include the following elements:

- Executive summary
- Methodology and data sources
- Key themes and findings from community survey and stakeholder interviews
- Demographic and economic context of SEVCA's service area
- Prioritized list of community needs and strengths
- Strategic implications for SEVCA's future planning
- Appendices (survey tools, interview protocol, data summaries, etc.)

## VII. Timeline and Milestones

Task	Date
Community survey closes	April 25, 2025
Survey data available	May 5, 2025
Community and partner interviews completed	May 15, 2025
Interview data available	May 22, 2025
Draft CNA report due	July 11, 2025
Final CNA report due	July 30, 2025
Presentation to SEVCA Board	August 27, 2025

\*Timeline is subject to adjustment in consultation with the selected consultant.\*

## VIII. Budget

The budget for this project is negotiable, based on experience and proposed scope. Please include an itemized fee proposal or fee range with your submission.

## IX. Proposal Requirements

Please include the following in your proposal:

1. Statement of interest and qualifications
2. Description of your approach to this project
3. Examples of similar work, particularly with CNAs or similar data-driven reports
4. References from recent clients (preferably within the nonprofit or human services sector)
5. Proposed budget and timeline

## X. Submission Process and Deadline

Proposals must be submitted electronically by June 6 to:

John Couleur, Board Member  
Southeastern Vermont Community Action (SEVCA)  
Email: jlcouleur@gmail.com  
Subject Line: CNA Consultant Proposal

Questions about this RFP may also be directed to the above email.

## **XI. Evaluation Criteria**

Proposals will be evaluated based on the following:

- Demonstrated experience and qualifications
- Understanding of project goal
- Clarity and feasibility of proposed approach and timeline
- Quality of previous work
- Cost-effectiveness and value