

Upper Cumberland Human Resource Agency

Request for Qualifications

Community Assessments

The Upper Cumberland Human Resource Agency, a quasi-governmental agency, will receive sealed Qualifications for the provision of Community Services Assessments for early Headstart.

Please deliver responses to Sherry Thurman, Director of Administrative Services, at 1225 S. Willow Avenue, Cookeville, TN 38506 no later than 4:30 pm Central Standard time, August 9th, 2019.

Scope of Work:

Prepare community assessments for Warren and White County, TN Early Headstart program. The assessments need to include all necessary and required themes established by the Office of Headstart. The focus of the assessments needs to be collecting, analyzing the data with a final written report on how to best design, implement, and evaluate a successful early Headstart program that will meet the needs of children and families in the service area. The assessment needs to address at the minimum the following criteria:

- A. Utilization of existing sources of external/secondary data such as census data, local and state planning department reports, state department data, local interagency committee reports, data from local school districts, child care resource and referral agencies, agencies serving children with disabilities, health care providers, social service providers.
- B. Development and utilization of additional assessments such as attitude/perception surveys, key information interviews, community forums, and/or focus group interviews.
- C. Complete narrative describing the "State of the Grantee". This needs to be the second section of the completed Community Assessment following the introduction. The State of the Grantee must describe the organization of the agency, its history and community involvement.
- D. Assessments must be completed by October 31, 2019

Incurred Costs:

The Upper Cumberland Human Resource Agency will not be responsible for any costs incurred by the respondents in the preparation of their submission.

Evaluation Criteria:

Scoring will be based on timely submission of proposal, was the proposal presented in a professional manner, was it clear and concise, cost, and the vendor's capacity to complete the assessments. Proposal should include a detailed cost of preparing the assessment for each county. Experience and references should also be included in the proposal.

Signing of Qualifications:

In order to be considered all qualifications must be signed. Please sign the original in blue ink. By signing the response document, the respondent acknowledges and accepts the terms and conditions state in the Qualification document.

Interested parties are encouraged to contact the Karla Hillis at khillis@uchra.com to discuss the any additional questions regard the scope of the community assessments.