



REQUEST FOR INFORMATION

Community Asset Mapping

Request for Information Issued: August 22, 2022

Deadline for Submittal of Informational proposals: September  
22, 2022, at 5:00pm

## I. INSTRUCTIONS

LaunchNW is seeking informational proposals from qualified organizations to complete community asset mapping of services available to support children and families in the completion of high school and post high school education attainment. Services to include mental health, social emotional, housing stability, hunger and academic supports.

Interested organizations are invited to submit one original signed proposal and one (1) separate digital copy in PDF format. The submission shall be made in the format provided and the complete informational proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than **September 22, 2022, at 5:00 p.m.** to the following address: 421 W Riverside Ave., Ste. 606, Spokane, WA 99201.

This Request for Information (RFI) does not commit LaunchNW to award a contract or pay any costs incurred in the preparation of an informational proposal responsive to this request. LaunchNW reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFI. LaunchNW further reserves the right to accept the proposal that it considers to be in the best interest of LaunchNW.

All requirements must be addressed in your submission. Incomplete informational proposals will not be considered. All informational proposals, whether selected or rejected, shall become the property of LaunchNW. Firms are responsible for checking the website periodically for any updates or revisions to the RFI.

Requests for Information

Questions related to this RFI should be submitted in writing to Jeff Lenberger ([jlenberger@innovia.org](mailto:jlenberger@innovia.org)) no later than **September 8, 2022, at 5:00 p.m.**

## II. BACKGROUND

LaunchNW, incubated by and born out of the strategic framework of Innovia Foundation, is a community and economic vitality initiative which spans 20 counties in Eastern Washington and North Idaho, impacting 102 school districts, nearly 150,000 students and over one million residents. A supported promise scholarship serves as an incentive and change agent to transform the trajectory of our communities. LaunchNW coordinates holistic, wraparound services and supports to break down the barriers to high school completion and post-high school career pursuit.

## III. SCOPE OF WORK

LaunchNW is seeking to research and build a community asset map that identifies the assets in our community that serve children and their families. To do this LaunchNW is asking for organizations to submit informational proposals to best meet our goal. Firms submitting information should include their proposed process for involving the community in gathering information and a detailed description of the end product. Community assets need to be mapped per location, type of service and number of clients that can be served.

## IV. Contents of the Submittal

### **A. Submittal Letter**

Include the RFI's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for a 30-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with LaunchNW shall sign the cover letter.

### **B. Description of Organization**

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of LaunchNW.

### **C. Organizational Structure**

This section should include a description of your organization's structure. Supply the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

### **D. References and Description of Experience**

This section should identify similar projects that the firm has completed as outlined in the RFI. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable LaunchNW to benefit from that expertise.

### **E. Project Overview**

This section should clearly convey the consultant's understanding of the nature of the work related to asset mapping and the general approach the consultant will use to complete the project. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

### **F. Detailed Work Plan**

This section should include a full description of each step your firm would take in completing the project. The work description should be in sufficient detail to show a clear understanding of the work and the proposed approach. This section should also include a description of the format, content and level of detail that can be expected for each deliverable. A schedule showing the important milestones should also be included.

### **G. Cost Proposal**

This section must provide a full description of the expected expenditures for the work described in this RFI. The cost proposal must include all consultant fees, preparation of deliverables, travel expenses, printing, etc.

## V. SELECTION CRITERIA

Consulting firms submitting information are advised that all submissions will be evaluated to determine the firm deemed most qualified to meet the needs of LaunchNW. The selection criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the RFI.
- B. Informational submitted and experience of firm and personnel named in the submission.
- C. Experience in completing Comprehensive Asset Mapping.
- E. Project understanding and approach including an understanding of LaunchNW.
- F. Satisfaction of previous clients. Provide three (3) references that can speak directly to the work being proposed in this RFI.
- G. Oral interview.
- H. Completeness and quality of the proposal.
- I. Cost proposal.

## VI. PROCESS FOR SELECTING FIRM

A Selection Advisory Committee will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

The Selection Advisory Committee may choose to interview any, all or none of the respondents as may be in the best interest of LaunchNW. If interviews are held, the chairpersons will notify those companies selected as to the place, date and time. LaunchNW will make investigations as necessary regarding the financial stability of any or all respondents and may require review by LaunchNW's legal counsel. The names of all firms submitting informational proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments and evaluation scores, the contents of all informational proposals become public information. Firms that have not been selected shall be notified in writing after the conclusion of the selection process.

### **Schedule for Submission & Evaluation Process**

RFI distributed to vendors	August 22, 2022
Deadline for RFI questions	September 8, 2022
Deadline for RFI response to questions	September 13, 2022
Informational proposals due	September 22, 2022
Evaluation committee review	September 29, 2022
Negotiate contract/provider signed contract	October 6, 2022
Contract fully executed	October 13, 2022
Anticipated earliest begin date	To be determined

Late bids will be returned to the bidder unopened.

## VII. Award

### **Evaluation of Informational proposals**

Submittals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this RFI, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution and LaunchNW experience with the vendor.

The order of the criteria listed is of no consequence. The weight to which each criterion is considered at the sole discretion of LaunchNW will be based on the following: Cost, Security, Sustainability, Purchasing Power and Technology.

### **Award of Contract**

The award of the Contract will be made to the responsive organization whose submittal conforms, as specified in this document, and that is most advantageous to LaunchNW price and other factors being considered. LaunchNW reserves the right to reject any and all submittals or part thereof and waive any irregularities.

### **Timeline to Start Work**

Start time to begin the work shall be determined after LaunchNW Approval.