



REQUEST FOR PROPOSAL

Fiscal Analytics

Request for Proposal Issued: February 24th, 2023

Deadline for Submittal of Proposals: March 20th, 2023

I. INSTRUCTIONS

LaunchNW is seeking proposals from qualified organizations to investigate federal funding streams to examine how those resources are currently used in Spokane County.

Interested organizations are invited to submit either one original signed proposal or one (1) separate digital copy in PDF format. The submission shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be delivered in person or by email no later than **March 20, 2023, at 5:00 p.m.** to the following address: 818 W Riverside Ave., Ste. 650, Spokane, WA 99201 or to jlenberger@innovia.org.

This Request for Proposal (RFP) does not commit LaunchNW to award a contract or pay any costs incurred in the preparation of a proposal responding 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 RFP. 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 proposals will not be considered. All 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 RFP.

Requests for Information

Questions related to this RFP should be submitted in writing to Jeff Lenberger (jlenberger@innovia.org) no later than **March 7, 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 a firm to investigate and document the following federal funding streams to examine how these resources are currently used in Spokane County.:

- Foster care prevention dollars – Title IVe
- Promoting Safe and Stable Families Program Title IVb
- Child abuse, Prevention and Treatment Act CAPTA
- Community Economic Development Planning Grants
- Family Violence, Prevention and Services, culturally specific domestic violence, and sexual assault discretionary grants
- Building Early Childhood Child, Welfare Partnerships to Support the Well-being of Young Children, Families and Caregivers
- TANF block grants
- Head Start
- Childcare and Development Block Grant

- Social Services Block Grant (child welfare/youth at risk, counseling and support, daycare – children, additional support services)
- Medicaid
- Childcare and Development Fund
- Full-Service Community Schools Program

In many cases, these funds flow through the state and then are administered at the county level. A detailed understanding of how the resources are currently being utilized and what programs they support is required. Once a report is compiled, LaunchNW will convene a table of financial analysts from local municipalities to work with the fiscal analytics vendor to synthesize and develop a baseline understanding of the data.

IV. Contents of the Submittal

A. Submittal Letter

Include the RFP'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 RFP. 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.

The successful firm will have to attest to the following to be included in the negotiated contract:

1. NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The contractor agrees to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable.

2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

By signing this contract (Name of Contractor) attests neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(Name of Contractor) understands that a false statement of this certification may be grounds for termination of the contract.

3. CERTIFICATION OF INDEPENDENT CONTRACTOR STATUS

Launch NW shall view the legal position of (*Name of Contractor*) as an “Independent Contractor,” and that all persons employed to furnish services hereunder are employees of (*Name of Contractor*) and not Launch NW. Further, Launch NW shall not be liable for any of (*Name of Contractor*)’s acts or omissions performed under this or other agreements to which Launch NW is a party.

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 RFP. The cost proposal must include all consultant fees, preparation of deliverables, printing, etc.

V. SELECTION CRITERIA

Organizations/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 RFP.

B. Information submitted and experience of firm and personnel named in the submission.

- C. Experience in completing reports of a similar nature.
- 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 RFP.
- 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 the 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

RFP distributed to vendors	February 24 th , 2023
Deadline for RFP questions	March 7 th , 2023
Deadline for RFP response to questions	March 13 th , 2023
Proposals due	March 20 th , 2023
Evaluation committee review	March 27 th -30 th , 2023
Selected firms for Interview	March 27 th -30 th , 2023
Contract fully executed	April 4 th , 2023
Anticipated earliest begin date	April 4 th , 2023

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 RFP, 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.