



Request for Proposals
We Prosper Together
Community Outreach and Engagement
August 2024

Submission Deadline: September 18, 2024

Summary and Background:

Valley Vision is issuing this Request for Proposals to solicit responses from organizations capable of designing, implementing, and delivering community outreach and engagement services for the We Prosper Together Catalyst Program. [We Prosper Together](#) strives to build a stronger, inclusive regional economy by working to uplift all in our communities, encouraging further investment in the region, and creating living wage jobs.

Valley Vision, a non-profit 501c3 civic leadership organization, is the regional convener and fiscal agent for We Prosper Together. For 30 years we have been focused on improving the livability of the Capital region through co-equally advancing social equity, economic prosperity, and environmental sustainability. We have a proven track record of bringing diverse groups together to develop long-term solutions to our region's greatest challenges.

TERM OF SERVICE

This service agreement shall commence upon signing of this agreement and remain in effect until September 30, 2026. Contracted services may be amended based upon performance and project needs by mutual agreement of both parties.

SCOPE OF WORK

CONTRACTOR will serve as a Community Ambassador for one or more of the eight counties contained in the We Prosper Together region: Colusa, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, Yuba. In this role, the CONTRACTOR will fulfill the following services:

1. Community Outreach and Engagement:
 - a. Organize at minimum quarterly community meetings, forums, or roundtables to gather partner (stakeholder) input and inform about opportunities to engage with We Prosper Together. Activities will include providing We Prosper Together updates and gathering input from communities to further inform We Prosper Together Catalyst activities and project connectivity.

- b. Conduct outreach to ensure necessary partners are represented in the county table. Actively outreach and build additional relationships as needed to advance We Prosper Together overall and sector strategies.
- c. Expand outreach and awareness regarding workforce development and career pipeline programs as they align with sector strategies.

Valley Vision will provide stipends to organizations and individuals who commit to active ongoing participation in the County table as requested. Organizations or individuals requesting capacity assistance funding will need to submit their request directly to Valley Vision. Additional details will be provided upon commencement of the service agreement.

2. Further Industry Sector Specific and Sector Neutral (Inclusionary) economic and community development Strategies:
 - a. Gather input and help inform sector specific strategy development, prioritizing connections to marginalized and disconnected communities.
 - b. Gather input and help inform the implementation of sector neutral (inclusionary) strategies within the local area.
 - c. Support overall advancement of the Equity Framework.
3. Connection to Project Proposals:
 - a. Encourage Catalyst and Implementation project applications.
 - b. Share information regarding projects funded, and assist with connectivity between local funded projects and community tables.
 - c. Upon request by Valley Vision as the Regional Convener, and in line with the process set-out by the Leadership Council, participate as applicable in reviewing project submittals and providing input.
4. Regional Collaboration:
 - a. Collaborate with other contracted partners to align priorities and efforts by attending quarterly coordination meetings facilitated by the Valley Vision.
 - b. Virtual attendance is encouraged at Leadership Council meetings whenever possible. Required participation at occasional Leadership Council meetings may be necessary.
5. Quarterly Reporting: Submit written reports to Valley Vision by the 7th of each month following the conclusion of each quarter (Oct-Dec; Jan-Mar; Apr-Jun; Jul-Sep) including:
 - a. Quarterly Invoice
 - b. Quarterly Summary Reports
 - c. Quarterly Community Engagement Compensation Tracking Sheet
 - d. Roster & Attendance Tracking Sheet

Templates will be provided by Valley Vision for the Quarterly Summary Report, Quarterly Participation Compensation Tracking Sheet, and Subregional Roster & Attendance Tracking Sheet. The Subregional Hub Partner will use their own invoice template as long as the invoice includes all necessary information for distributing payment.

Budget:

Budget available for these services is up to \$100,000 per county for the full term of service. This budgeted amount is inclusive of staff time and all material or other costs that might be required

to fulfill the desired tasks. Use Exhibit 1 - Budget Template and Justification to provide your proposed budget and justification for the proposed costs.

Proposers must thoroughly describe the following in 10 pages or less. Proposals will be scored utilizing the following weighting out of a total of 100 points available.

- 1) Applicant's experience, qualifications, and proven track record with similar projects within the county you are proposing to serve. If the proposal is a partnership of two or more organizations, please identify the lead organization and qualifications of each partner. 30 points
- 2) Applicant's connection to historically marginalized and underinvested populations within the county the applicant is proposing to serve. Applicants plan to conduct outreach and engagement activities. 30 points
- 3) Applicant's experience managing contracts to grant deliverables, invoicing and budgetary stipulations. 10 points
- 4) Cost reasonableness of budget and clear justification including identification of personnel, tools, and resources to be utilized, including anticipated amount of time to be dedicated to the project. Applicants must use Exhibit 1 - Budget Template and Justification to submit a line item budget and justification for the amount proposed. *Note: Exhibit 1 - Budget Template and Justification does not count against the 10 page response limit.* 20 points
- 5) Client references. Submit two client references. Include the name, email, and phone number of two references, as well as a short paragraph summary of the associated project. References should be able to speak to your ability to fulfill the type of work asked for in this RFP, and ability to fulfill needed reporting requirements and work within the approved budget. 10 points

Proposers Conference:

Valley Vision will hold an optional Proposers' Conference on Wednesday, August 28, 2024 from 4 pm - 5 pm. The Proposers' Conference will be used to ensure common understanding amongst all potential applicants regarding the project's needs and requirements, as well as the proposal response and submittal process. The proposers conference will be held virtually. Interested parties can [register using this link](#).

Proposal Submission:

Submit proposals to Alan Lange at alan.lange@valleyvision.org. Please state "Catalyst Community Engagement - [County Proposing to Serve] - [Your organization's name]" in the subject field of the email submittal.

Proposal Due Date:

Proposals are due no later than 5pm PST on September 18, 2024. Funder intends to email award letters to selected applicants on September 27, 2024.