

CITY OF RICHFIELD
REQUEST FOR PROPOSALS FOR
SOCIAL SERVICES
2017

The City of Richfield is seeking proposals for social services from non-profit agencies serving the City of Richfield. Funding parameters and priority goals for the purpose of making the best use of funds are as follows:

Funding Parameters

- Any non-profit organization is eligible to apply.
- Projects must serve Richfield residents.
- Services must be compatible with City functions and activities.

Priority Goals

Projects must address at least one of the following areas:

- Services for vulnerable senior residents.
- Services for individuals, families, teens and/or children at risk.
- Housing support services for low-income persons and persons at risk.

Award Criteria

Proposals must meet one or more of the following criteria:

- Demonstrated need of the proposed service for the targeted population.
- Compatibility with City functions/activities.
- Partnership and/or assistance with various City services (i.e., public safety).
- Efforts to serve low-income persons of all races/cultures/ethnicities.
- Demonstrated value to the community.
- Certified Non-Profit agency.

Proposal's must be submitted by 4:30 p.m. December 30, 2016

LATE PROPOSALS WILL NOT BE ACCEPTED

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PROPOSAL SUBMISSION INSTRUCTIONS

The information requested in the attached Request for Proposals must be addressed in your proposal.

Submit **1 electronic copy** of your agencies proposal by **4:30 p.m. December 30, 2016** (**LATE PROPOSALS WILL NOT BE ACCEPTED**) to:

Lynnette Chambers
City of Richfield
6700 Portland Avenue
Richfield, MN 55423
lichambers@cityofrichfield.org

Applicants may be asked to respond in writing to additional questions. The Richfield City Council will tentatively award contracts for services in January 2017.

Agencies awarded contracts will be required to sign a service agreement for calendar year 2017 and submit semi-annual reports on service outcomes.

Please contact Lynnette Chambers at 612-861-9773 or lichambers@cityofrichfield.org with any questions.

Proposals must be submitted by 4:30 p.m. December 30, 2016

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CITY OF RICHFIELD

2017 REQUEST FOR PROPOSALS FOR SOCIAL SERVICE ASSISTANCE

Proposals for social services must include the following:

PROPOSAL HEADING

1. Agency name, address, contact person, and phone/fax/email
2. Amount of request
3. Brief description of service(s) provided
4. Identify priority area(s) you are addressing:
 - a) Services for vulnerable senior residents
 - b) Services for individuals, families, teens and/or children at risk
 - c) Housing support services for low-income persons and persons at risk
 - d) Other: Please Specify
5. Explain how the services you are proposing to provide will benefit the City of Richfield.
6. Explain any formal or informal partnership you have with the City of Richfield (i.e., assisting Public Safety through the services you provide, etc.)

ADMINISTRATION

1. Provide a mission statement for your agency.
2. Provide verification of your organization's non-profit legal status.
3. Indicate your **total agency budget** for 2017.
4. Indicate your **proposed project budget** for 2017. Itemize proposed expenses and describe as applicable. Indicate both proposed City funds and other funds to support the project.

PROGRAM

1. Describe service to be funded, including:
 - a) Brief statement detailing the service and how it is provided
 - b) Target population(s); estimated number of **unduplicated** individuals you plan to serve residing in the City of Richfield
 - c) Eligibility criteria and process
 - d) How clients are involved in the planning process for service
 - e) Desired client outcomes and methods of evaluating and measuring client progress (use attached "Proposed Outcome/Evaluation Methods" form)
3. Demonstrate the need for the proposed service.
4. Describe outreach efforts to target populations, including immigrant and low-income individuals.

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**City of Richfield Social Service Programs - 2017
Proposed Outcomes/Evaluation Methods**

Name of Applicant Organization: _____

Address: _____

Contact Person: _____

Phone: _____ **Email:** _____

Brief description of service(s):

<p>Outcomes: State 3 to 5 measurable outcomes of proposed service(s) – <u>relate outcomes to client progress</u></p> <p>Outcomes indicate what result, benefit, or change would come from the service provided. Outcomes can be: 1) <i>initial</i>, such as increased knowledge, understanding, or skills; 2) <i>intermediate</i>, such as change in a specific behavior or attitude; or 3) <i>long term</i>, such as a change in the condition or status of people.</p>	<p>Indicators: Describe methods of evaluating proposed outcomes – <u>how you will measure client progress</u></p>