



**Utah Community Action™**

1307 South 900 West Salt Lake City, Utah 84104  
(801) 977-1122 | [utahca.org](http://utahca.org)

## **REQUEST FOR PROPOSAL**

### **PART 1: INTRODUCTION AND INSTRUCTIONS**

#### **PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

Utah Community Action (UCA) is seeking competitive proposals for training at multiple locations. The purpose of this document is to provide detailed required specifications and to establish the basis for an agreement between UCA and the provider for current and future training needs from June 1, 2022 through December 31, 2022 with an option to extend an agreement for an additional year.

#### **AGENCY BACKGROUND**

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-reliance. The agency has approximately 680 employees, and annual revenues of approximately \$35M.

Utah Community Action helps remove these barriers through six core programs:

**Adult Education** – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

**Head Start** – Provides education and health services to young children who would otherwise not be prepared for Kindergarten.

**HEAT** – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

**Case Management & Housing** – Through deposit and emergency rental assistance, landlord-tenant mediation, homelessness services and holistic case management, our Case Management and Housing Program helps clients to obtain and maintain safe, stable and affordable housing.

**Nutrition** – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.



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**Weatherization** – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women’s business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

## **PROPOSAL SUBMISSIONS REQUIREMENTS**

By submitting a proposal, Interested Parties acknowledge and agree that the scope of work, and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

Proposals must be received by May 23, 2022. Proposals received after the deadline will not be accepted. Proposals can be submitted via hard copy or electronic copy to the address provided below. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

## **PROPOSAL KEY DATES**

RFP Released	May 13, 2022
Proposals Due	May 23, 2022 by 5:00 pm
Bidders Interviews (if necessary)	May 24 <sup>th</sup> – 25 <sup>th</sup> 2022
Selection	May 27, 2022

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

## **SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION**

The preferred method of submitting your proposal is via electronic copy. If providing a



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hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action  
Attn: Stacy Weight, CAO  
1307 South 900 West  
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)

### **PART 2: SCOPE OF SERVICES AND PROJECT REQUIREMENTS**

To ensure a competitive and consistent review process each proposal submitted should include the following items and be organized with the outline provided below:

#### 1. Letter of intent

A letter outlining the general overview of the business information and individuals who will be involved in the RFP process. This letter should be a maximum of 1 page and clearly identify the training opportunities available and a description of what services are provided as a part of those trainings to Utah Community Action as well as contact information for ordering and billing. It should also include a date through which the bid is valid (recommended 60 days).

#### 2. Pricing

The pricing proposed should be all-inclusive and stated in a price by total training costs:

#### 3. Availability of Training

It is anticipated that UCA will need the following topics covered at the trainings offered to staff in the following periods at multiple locations:

- June 1 2022 through December 31, 2022
  - Leadership
  - Conversations
  - Onsite Work Sessions
  - Executive Coaching
  - Communications
  - Roles
  - Training materials including books, quizzes, etc.



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#### 4. Delivery of Training

UCA must be able to begin training by June 1, 2022.

#### 5. Invoicing

The Selected vendor must be able to provide an invoice to UCA for all items upon receipt and install.



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## **PART 3: SELECTION PROCESS**

Evaluation will be completed using a weighted scale with the specified factors below.

Costs and Fees		65 points
Proven history/experience corporate training		20 points
Timing and availability of trainers	10 points	
Adherence to RFP instructions		5 points
Total		100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP all proposers will be notified of the selection.

## **PART 4: WRITTEN QUESTIONS**

Questions regarding the RFP must be received in writing by May 17th by 5:00 pm. Questions can be submitted to Stacy Weight, CAO ([stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)). All questions will be responded to in writing and may be made available to all proposers.