



Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | 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 training needs from August 15, 2022 through July 1, 2023 with an option for two one-year extensions.

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 600 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 August 9, 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	July 27, 2022
Proposals Due	August 9, 2022 by 5:00 pm
Bidders Interviews (if necessary)	August 11-12, 2022
Selection	August 12, 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

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

Utah Community Action is seeking a trainer to provide the following training:

- Bi-Monthly training with each training session lasting approx. 1.5 hours (total of 3 hours per month)
- Trainings will include approximately 50 participants broken into smaller groups of 20-25 participants.
- Training will be conducted virtually.
- Topics covered at the trainings should include but are not limited to:
 - Trauma Informed Care
 - Difficult Conversations
 - Behavior management



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- Conflict Resolution
- De-escalation strategies
- Behavioral assessment and interventions
- Data collections procedures

4. Delivery of Training

UCA must be able to begin training by August 15, 2022. Trainings will be held virtually.

5. Invoicing

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

PART 3: SELECTION PROCESS

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

Costs and Fees	60 points
Proven history/experience corporate training	20 points
Timing and availability of trainers	10 points
Adherence to RFP instructions	5 points
Small and minority-owned businesses, women's business enterprises, and labor surplus area firms	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-



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Questions regarding the RFP must be received in writing by August 3rd, by 5:00 pm.
Questions can be submitted to Stacy Weight, CAO at stacy.weight@utahca.org.
All questions will be responded to in writing and may be made available to all proposers.