



**Valley United Way**

## **Request for Proposals**

**“Health and Well Being”**

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Valley United Way  
Issued March 2019

The Valley United Way (VUW) is pleased to announce a Request for Proposals “VUW RFP” seeking to fund programs, initiatives, or collaborations in the Lower Naugatuck Valley that begin to make measurable progress on the issue of **“Health and Well Being”**. This initial focus area of Health and Well Being was chosen to align with other work that VUW and community partners are addressing. VUW will be intentionally broad in its interpretation of “Health and Well Being” to allow for an inclusive, open, competitive, merit-based application and granting process.

VUW will make one or two awards with minimum grants of approximately \$20,000. In general, funding may be used to support the development of new services, expand the reach and capacity of existing services, develop and implement population-level strategies that may include changes to practices and policies. The total of grants awarded will be approximately \$50,000 with this first RFP. VUW is working toward a 100% community impact funding model where community need areas that are identified through the community indicator report are selected by the Board of Directors are selected for VUW funding. This VUW RFP funding period is June 1, 2019 – May 31, 2020.

### **Philosophy**

VUW seeks to change its interactions and relationships with community providers. Providing funding is meaningful for those agencies that we currently fund. However, walking side-by-side with a single agency or collaborative of agencies to address a specific issue or issues will be more impactful and allow for better coordination of resources. Agencies/providers will have a collegial relationship with VUW and VUW will have a deeper and wider understanding of the potential solutions. This deepened relationship allows for VUW to help bring additional resources to the issue and solution. While historical allocation methods have served us well, we are in an environment where resources are scarce and issues more complex which requires us to look at funding, problem solving, and community impact differently.

## RFP Timeline

Activity	Date	Time	Notes
Release of the RFP	March 15, 2019	AM	Partner Agencies, Press Release, specific outreach
Bidders Conference (must attend one)	March 26, 2019	9:00 PM	REQUIRED for anyone proposing To be held at: VUW Offices, 54 Grove Street
Bidders Conference (must attend one)	March 28, 2019	12:00 noon	REQUIRED for anyone proposing To be held at: VUW Offices, 54 Grove Street
Proposals Due	April 25, 2019	12:00 noon	No late submissions will be accepted
Proposals reviewed	April 26 – May 10		By independent reviewers
Meetings with proposing groups	May 15 – 17, 2019	TBD	Reviewers meet with proposing groups
Proposal Reviewers Meeting	May 20 - 24	TBD	All reviewers to compare notes and select a proposal
Board Meeting	May 22, 2019	8:00 AM	To approve selected proposal

## RFP Timeline

Activity	Date	Time	Notes
Meet with successful collaboration/proposer to talk through strategy, adjustments, etc.	May 27 – June 7	TBD	Assure VUW understanding of timeline, etc.
Funding Starts	June 1, 2019		Payments negotiated
Mid-Year Report	December 20, 2019	12:00 Noon	Software portal or forms provided
Mid-Year Report Meeting	January 9, 2020	TBD	Talk about progress, adjustments, etc.
End of Year Report	June 5, 2020	12:00 noon	Software portal or forms provided
End of Year Meeting	June 15 – 19	TBD	Review progress, success of program or initiative

## **To Apply:**

1. Use the provided application
2. Review and complete the application and required attachments
3. Mail or deliver 10 copies - three-hole punched) of completed application and attachments, and 3 copies of Lead agency most recent audit and IRS 990

**Direct Solicitation-** When we know that an organization is well-suited to perform the work, we will directly inform solicit an early phase concept memo or proposal

## **Guidelines for Proposers and Proposals**

1. If selected for funding the agency/collaborative agencies will be required to sign a Funding Agreement. Applicants will be asked how they will promote the funding partnership with VUW.
2. Proposals will be evaluated on the strength of their alignment with the Impact area of “Health and Well Being” and the ability to perform.
3. Proposals must be clear about financial need and future support needed from VUW. If the proposal, for, instance is dependent on ongoing VUW support that must be clear in the proposal. If on the other hand the proposal only requires financial support for two-three years (very specific project) then that must be clearly articulated.
4. Proposals must include a timeline that allows for documentable progress by the end of the granting cycle.

**Please contact [Sharon.Gibson-Ellis@ValleyUnitedWay.org](mailto:Sharon.Gibson-Ellis@ValleyUnitedWay.org) via email for questions or assistance.**

## Proposal Review Process

The VUW RFP process is anticipated to be very competitive and we will not be able to fund all worthwhile applications, nor can we guarantee equal funding distribution.

Our evaluation process is facilitated by staff, with technical assistance from other granters and local experts in the subject matter. A volunteer led review committee will be formed to review proposals using the evaluation criteria established (provided below) with heavy emphasis on documented program performance and the ability of VUW to assist in achieving results and addressing the identified community condition. All volunteers will receive training on community needs, social service programming, the community index findings and the process of reviewing an application.

An important part of the process is providing feedback on how individual applications scored compared to similar applications.

The following rubric will be used to evaluate proposals submitted to VUW in response to the RFP for “Health and Well Being” and will also be used to evaluate the performance of organizations who receive such grants:

### Criterion Explanation

**25% Collaboration:** The proposal involves more than one area organization involved in community service and/or the for-profit sector working together in an ongoing way to deliver the expected results. The partners must demonstrate a willingness and ability to share resources and to work with VUW to achieve mutual goals. Positive consideration will be given to organizations that have not collaborated in the past and VUW can provide some assistance in developing the collaboration.

**15% Financial Sustainability:** The proposal clearly demonstrates sound financial management and stewardship of resources. Additional sources of funding to

begin sustaining programs over the near and longer-term must be included and credible. Funding for capital projects is not included in consideration and if required, must be obtained elsewhere.

**25% Desired Impact:** The proposal needs to specify outcomes and results that are realistic and related to the strategic goals and objectives of VUW. In considering those the process will place emphasis on most current community needs assessment indicator results. It is important that results are achievable in both the near-and long-term. Proposals may build on existing initiatives or be entirely new ones.

**15% Accountability:** Proposals will indicate the individual or individuals who are responsible for the initiative, provide contact information on that individual or individuals and indicate how progress and issues will be reported to VUW. This is particularly important in the case of initiatives involving collaboration between or among organizations.

**20% Credibility:** The resources required and time frames necessary to have the expected impact and deliver the necessary outcomes must be reasonable and attainable. Partners in the collaboration should have proven expertise in service area or a plan to acquire the necessary expertise. Prior successful collaboration with VUW a plus.

## **Effective Strategies**

To foster effective and efficient use of funds, VUW encourages the use of proven strategies at the highest level practical.

**Best Practice** is defined as an interventive, program, service, or strategy that has, through multiple implementation, demonstrated:

- High Impact – positive changes related to the desired goal (s)
- High Adaptability – successful adaptation and transferability to different settings
- High Quality of Evidence – excellent quality of research/evaluation methodology, confirming the services high impact and adaptability evidence

**Evidence-Informed practice** uses the best available research and practice knowledge to guide program design and implementation. This informed practice allows for innovation while incorporating the lessons learned from the existing research literature.

**Evidence – Based practices** approaches are validated by some form of documented scientific evidence. This includes findings established through clinical studies, but other methods of establishing evidence are valid as well.

## **Community Needs**

There are numerous data points that can be used to show evidence of community need in the Valley. Use of the Valley Community Index is encouraged.