



CALIFORNIA/NEVADA COMMUNITY ACTION PARTNERSHIP

The State-wide CAA Association

225 30th Street, Suite 200

Sacramento, CA 95816

916.443.1721

www.cal-neva.org

REQUEST FOR PROPOSAL (RFP)

Consultant(s)

Legislative and Public Policy Outreach and Advocacy

Background:

California/Nevada Community Action Partnership (Cal/Neva) is the trade association of Community Action Agencies (CAA's), CSBG funded entities and other non-profit community-based organizations that deliver human services to almost 4 million low-income Californians annually. Cal/Neva provides its members with capacity building training, technical assistance, networking meetings, advocacy and public outreach to assist in combating poverty in California. Association member education/information is supplied to legislative, administrative and regulatory bodies. Cal/Neva promotes and facilitates partnerships with other associations and organizations within the state and nationally.

There are 52 CAA's in California and over 1,000 nationwide. In California, CAA's provide services to over 3 million low-income people, including Head Start, Job Training, Homeless Services, Youth Programs, Senior Services, Food Banks and other locally determined services, with the goal of helping low-income individuals and families achieve self-sufficiency. In addition to services, CAA's provide advocacy for the low-income communities they serve.

Our Programs

Cal/Neva was incorporated in 1976 as a 501 (c) 4 IRS exempt non-profit corporation. Our programs include:

- Capacity Building
- Training & Technical Assistance

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- Member Services
- Advocacy
- Asset Building
- Outreach & Education

Membership

Cal/Neva members are primarily CAA's that are the federally designated anti-poverty agency in their communities. Each CAA is governed by a tri-partite board that consists of one-third low-income representatives, one-third elected officials, and one-third business and private sector representatives to oversee the development of services and meet locally identified needs. Go to www.cal-neva.org and www.csd.ca.gov for additional information.

Current Cal/Neva Projects

- Asset Development Learning Cluster Project
- Community Action Sharing Hope Earned Income Tax Credit Campaign
- California Achieves Results through Excellence
- Pathways to Excellence
- Peer to Peer Project
- Statewide Asset Development/EITC Coalition
- Training & Technical Assistance "Promoting Organizational Excellence" Project
- "Fulfilling the Promise" American Recovery and Reinvestment Act (ARRA) Education and Outreach Project; www.fulfillingthepromise-us.org

Our primary partners include

- Our membership
- State of California Department of Community Services and Development
- Administration for Children and Families, Office of Community Services
- National Community Action Partnership
- CAPLAW
- National Community Action Foundation
- Other associations, state and federal agencies, low income advocates, etc.

Community Services Block Grant Funds:

CAA's receive their core funding from the federal Community Services Block Grant (CSBG), which is authorized by Congress pursuant to the Omnibus Budget Reconciliation Act of 1981 that created a block grant structure for anti-poverty program funds. CAA's use CSBG funds to address locally identified needs in low-income communities and to leverage millions of dollars in other federal, state, local government, corporate and foundation funds. The State of California Department of Community Services and Development and Federal Office of Community Services administer the CSBG funds.

CSBG National Goals

Low-income people become more self-sufficient; Conditions in which low-income people live are improved; Low-income people own a stake in their community; Partnerships among supporters and providers of services to low-income people are achieved; Agencies increase their capacity to achieve results; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

RFP Purpose:

Cal-Neva is seeking the services of a consultant to provide technical assistance to maintain legislative and public policy outreach and advocacy. It is the desire of the board of director's to maintain a presence at the state capitol, to track legislative action and to provide advocacy on behalf of the interests of the community action network and our members.

The consultant will demonstrate a commitment to the goals and objectives of Cal/Neva, a creative and cooperative attitude, a sense of urgency and ability to be flexible yet remain task oriented and the ability to work with diverse partners is essential to the success of this project. Attached is our Legislative and Public Policy Committee Discussion Points List for your reference.

The Legislative and Public Policy Outreach and Advocacy Project:

The consultant shall represent our interests before California's Governor's office, legislature, executive branch agencies, state departments, business trade associations, and all other interested parties and in rare instances to members of Congress, business trade associations, executive branch agencies, state departments and other interested parties at the federal level involved in matters relative to social services, the Community Services Block Grant programs and other community action network projects in the State of California and other issues of interest and priority to Cal/Neva. Cal/Neva shall be exclusively in charge of policy positions on all matters directed to the consultant. The consultant will coordinate all work tasks with Cal/Neva's designated management team, board of director's, committees and/or other consultants, associations and partners as needed.

The consultant will assist Cal/Neva in successfully achieving public policy objectives in California through representation with appropriate government officials. The consultant will conform to all legal guidelines directed by Fair Political Practices Commission (FPPC).

The successful applicant will be responsible for implementing activities that;

- Represent the interests of the organization as described above.
- Evaluate best options for the organization
- Make presentations with recommendations to staff and board representatives
- Submit monthly reports to Cal/Neva

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- Work with Cal/Neva staff and board representatives to assure successful legislative and public policy education and outreach
- Submit results and a final report of activities and findings
- Advise and assist Cal/Neva staff, board or committees and others as appropriate

Project Plan:

Please develop a plan that is responsive to this RFP. Include, but not be limited to, the following;

- What will be the expected theme of the upcoming legislative session?
- How will you accomplish our goals and what is your estimate of the likelihood for success?
- Please verify through a written statement that no potential conflict of interest exists with other clients if you should be successful in the RFP selection process.
- What will be your role/plan when the legislature is not in session?
- What is your experience in state government?
- What is your experience as a lobbyist or advocate?
- What is your relationship with key legislative and state government officials?
- Please describe your lobbying practice and firm.
- How will you prioritize our issues given conflicting pressures?
- What is your passion in serving the interests of low income advocates and providers?

Time Frame:

Cal/Neva must receive proposals no later than 5pm Friday, February 11, 2011. The proposed Work Plan must demonstrate the ability to begin this work on or after March 1, 2011.

Contracts resulting from this proposal will be for a 10 month period ending December 31, 2011. There is no guarantee that funding for this project will continue and is solely contingent upon the availability of funding and the satisfactory completion of the contracted scope of work by the consultant.

Award Amount:

The maximum award amount under this RFP shall not exceed \$30,000. Reasonable reimbursement of necessary travel may be negotiated as required.

How to Apply:

Submit one original of your proposal to:

California/Nevada Community Action Partnership
225 30th Street, Suite 200
Sacramento, CA 95816
Attention: Tim F. Reese

E-mailed proposals will be accepted.

Deadline:

Cal/Neva must receive all proposals by 5 pm, February 11, 2011.

Content of Proposals:

- Proposal Cover Letter
- Table of Contents
- Work Plan: Proposed activities, time frames, deliverables, benchmark dates for results.
- Proposed costs to complete the plan. Include hourly billing rates for each proposed position or activity along with estimated number of hours for each position. Include estimated travel and other costs. Costs shall not exceed resources from all sources that are made available to Cal/Neva for this project.
- Applicant's capabilities and experience statement.
- Names and experience of key personnel to be involved in the project.
- Description of previous services conducted by applicant.
- Attach Resume of Principal Researcher

Proposals should be on 8.5" X 11" paper. Please do not bind proposals. Proposals should be no more than 15 pages excluding attachments.

Selection Criteria:

1. Experience in successfully completing similar plans	20 Points
2. Plan implementation design that both indicates a clear understanding of the project and is appropriate to the charge	30 Points
3. Work Plan: Clear and logical sequence, flexible benchmarks for results	30 Points
4. Experience and capability of key personnel	10 Points
5. Costs appropriate to plan needs	10 Points
Total:	<u>100</u> Points

Selection Process:

The Cal/Neva Legislative and Public Policy Committee Chair will approve the selection of the consultant(s). Finalists may be required to consult with the Committee Chair or the Executive Director prior to final selection. The decision of Cal/Neva will be final with no appeal process for unsuccessful applicants. The Executive Director may negotiate

any portion of the scope of the work plan or budget as necessary and at Cal/Neva's discretion.

Anticipated Time Frame:

Deadline for submission of proposals:	February 11, 2011
Contract awarded by:	February 28, 2011
Contract revisions:	On-going and as needed
Project Completion:	December 31, 2011
Final Report & Recommendations	December 31, 2011

Eligible Applicants:

Any experienced, qualified organization or individual is eligible to apply.

Note: The successful applicant will not change key personnel assigned to this project for its duration without prior written permission of the California/Nevada Community Action Partnership.

Conditions of Contract:

The successful applicant will be asked to present proof of eligibility to drive in California and proof of adequate liability insurance.

Payment to the Consultant(s) will be made as follows:

Cal/Neva will pay within 15 days of receipt of acceptable monthly invoices. Invoices will reflect actual services provided and actual reimbursable expenses incurred. Final payment will be made after submission of the project end report.

Cal/Neva will not reimburse/pay any sub-contractor more than the resources made available for services provided or expenses incurred for the duration of the contract.

Contractor agrees to abide by Cal/Neva and state or federal contract requirements and understands that they are not entering into an employer/employee relationship.

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All terms and conditions of the contract are negotiable by mutual written agreement with 30 days notice.

For further information about Cal/Neva and the CAA Network you may go to our web site at: www.cal-neva.org. For questions about this RFP you may contact Tim F. Reese, Executive Director of Cal/Neva at 916-443-1721 or treese@cal-neva.org.



California/Nevada Community Action Partnership

Policy Discussion Points

INTRODUCTION

The California-Nevada Community Action Partnership (CNCAP) has adopted the following Statements of Public Policy that support the mission of community action. The spectrum of activities engaged in by local community action agencies is as diverse as the communities in which they work. The focus of community action agencies includes, but is not limited to, topics addressed by the Statements. The Statements serve as a guide to the interests of the membership of the CNCAP as they work to promote self-sufficiency among low-income people. The CNCAP supports efforts to address issues relating to the Statements. The CNCAP acknowledges that solutions for some topic areas may proceed more rapidly for various reasons than for other areas. The CNCAP cannot support efforts that promote solutions in one or more topic areas that are set forth at the expense of other topic areas.

POLICY STATEMENTS

CHILD AND YOUTH DEVELOPMENT:

The Association supports and promotes legislation and public/private initiatives that are designed to increase the availability and accessibility of quality child and youth development services and opportunities for low-income families. To that end the Association will seek to promote new/expanded sources of funding and coordination of services that address the family as a primary learning unit.

ECONOMIC/COMMUNITY DEVELOPMENT:

The Association supports and promotes legislation and public/private initiatives that are designed to implement economic/community development principles in communities that benefit low-income individuals. This includes but is not limited to the use of workforce development (Workforce Investment Boards), neighborhood reinvestment strategies or the creation of community development financial institutions or other resources. To that end the Association will monitor and advocate for the creation of economic/community development programs, projects and plans that both include and benefit low-income individuals in the process.

EMPLOYMENT&SMALL/MICRO BUSINESS CREATION:

The Association supports and promotes legislation and public/private initiatives that are designed to increase and enhance the creation of additional income/asset-building and employment opportunities. This includes but is not limited to the use of economic and community development and Workforce Investment Board strategies and resources. To that end the Association will monitor and advocate for the creation of capital and opportunities that will support the creation of jobs, small/micro business enterprises and community development financial institutions.

FAMILY/ PERSONAL DEVELOPMENT:

The Association supports and promotes legislation and public/private initiatives that are designed to support individuals, families and communities to help themselves to develop capacity that will improve their condition. Further the Association supports the development of opportunities for low-income persons to participate in such legislation/initiatives that affect them and to advocate for themselves. To that end the Association will monitor and advocate for improvements in areas including but not limited to: Financial Services, Education, Health Services, Insurance, Energy, Technology and Senior Services.

HEALTHY QUATLIY OF LIFE

The Association supports and promotes legislation and public/private initiatives that are designed to improve the health and well being of low-income families and individuals. From research to the development of products/services the association is committed to ensuring that opportunities exist for low-income families and individuals to participate in and receive the benefit of new approaches to healthy living. To that end the Association will work with others to identify areas of effective support of efforts to achieve a healthy quality of life.

HOUSING:

The Association supports and promotes legislation and public/private initiatives that are designed to increase the availability and accessibility of quality affordable housing for low-income families and individuals as well as to develop comprehensive responses to address homelessness and related concerns including but not limited to: residential weatherization, and residential utility assistance. To that end the Association will assist in monitoring the appropriation of resources and promulgation of laws to facilitate housing development.

HUNGER:

The Association supports and promotes legislation and public/private initiatives that are designed to increase the availability and/or accessibility of quality nutrition resources for low-income families/individuals and that develop longer-term sustainable approaches to alleviating hunger. To that end the Association will monitor conditions that contribute to hunger and seek to develop new and expanded solutions.

POVERTY:

The Association supports and promotes legislation and public/private initiatives that are designed to increase income/assets of low-income families and individuals and the goal of which is to improve conditions that affect them. To that end the Association will monitor the measures of poverty and seek to develop new and expanded solutions.