



United Planning Organization

REQUEST FOR QUALIFICATIONS

FY 2019 Community Services Block Grant (CSBG)

Proposal Evaluation Services

RFQ # 0019

Request for Qualification (RFQ) Cover Page

Solicitation Issue Date: Thursday, June 6, 2019	
Solicitation Closing Date: Tuesday, July 9, 2019	Solicitation Closing Time: 2:00 PM (ET)
Issued By: United Planning Organization (UPO)	
Address: 301 Rhode Island Ave, NW, Washington, DC 20001	
Telephone Number: 202-238-4600	
UPO is a non-profit agency in the District of Columbia founded in 1962 and exempt from any state or federal tax.	
Electronic responses: Please submit your proposal to procurement@upo.org referencing “Request for Qualifications: Proposal Evaluation Services - RFQ #0019” OR	
For questions/information , please e-mail Rizwanul Haque, Procurement Officer at rhaque@upo.org no later than Wednesday, June 26, 2019 . Your e-mail will be answered within three (3) business days and will be posted on the UPO website.	
Small or Minority owned enterprises are encouraged to respond to this solicitation.	
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.	
Any objection to the above conditions must be clearly indicated in the proposal.	
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.	
VENDOR IDENTIFICATION	
First Name:	
Middle Name:	
Last Name:	
Address:	
Home Telephone Number:	
Cell Phone Number:	
Date of Birth:	
E-mail:	
Signature	Date

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1. PURPOSE OF SOLICITATION

The purpose of this solicitation, Request for Qualification (RFQ) is to invite proposals from eligible professionals to assist UPO in reviewing proposals from Community Based Organizations (CBOs). The proposals to be reviewed are for performance-based funding from UPO to CBOs.

2. CONTRACT PERIOD

The term of any contract resulting from this RFQ shall begin in July 2019 (on the date the agreement is executed) and shall end on December 31, 2020. The agreement may be extended for another one-year term, if needed, depending on satisfactory performance and availability of funds.

3. ABOUT THE UNITED PLANNING ORGANIZATION (UPO)

The United Planning Organization (UPO) was established on December 10, 1962 as a 501(c) (3) non-profit organization to plan, coordinate, and implement human services programs for low-income residents in the Nation's Capital. In 1964, it was designated as the Community Action Agency for the District of Columbia (D.C.). For over 50 years, UPO has been on the forefront of the war on poverty. As the catalyst for economic security and growth for all Washington, D.C. residents, UPO has laid the groundwork for innovative social service programs such as Head Start, Workforce Development Training, Youth Development and several other CSBG funded services. Annually, UPO identifies qualified CBOs to serve as CSBG Service Providers on an outcome-focused performance-based agreement.

4. BACKGROUND ON THE COMMUNITY SERVICES BLOCK GRANT

The Community Services Block Grant (CSBG) is a federally-funded and state-administered grant targeting anti-poverty efforts. Funding is allocated to states and territories using a formula system. CSBG funds Community Action Agencies such as UPO that work to reduce poverty, revitalize communities and assist individuals and families in moving toward self-sufficiency. The national CSBG goals are:

Goal 1: Individuals and families with low income are stable and achieve economic security;

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity; and

Goal 3: People with low incomes are engaged and active in building opportunities in communities.

In the District of Columbia, UPO receives a federal pass-through award from the DC Department of Human Services and then issues outcome-focused performance-based agreements to qualified CBOs selected through a competitive process. The role of qualified evaluators identified through this RFQ is to assist UPO in making informed decisions regarding which CBOs to be awarded CSBG funded performance-based agreements.

5. MINIMUM QUALIFICATIONS

Persons responding to this RFQ must not be currently employed by UPO and should meet the following minimum requirements:

- a) Possess at least a bachelor's degree and 3 or more years of relevant experience, OR possess a master's degree or higher.
- b) Have experience in program design and development; and/or program operations; and/ or program management; and/or program evaluation
- c) Have experience with federal, state, non-profit, or other grants.

Knowledge of the Community Services Block Grant (CSBG) Program or Community Action is highly desirable but not required.

6. COMPENSATION

Qualified proposal reviewers/evaluators will be paid \$125 per proposal evaluated and \$125 per meeting of the evaluation panel. Attendance in-person at the meeting(s) of the evaluation panel is a requirement for full compensation. Meetings attended remotely will be compensated at 20% of the rate indicated. Applicant must be available to meet with the panel during normal business hours (8:45am – 5:00pm) and/or evenings following the review period assigned.

7. GENERAL REQUIREMENTS

All responses are to be submitted on standard 8.5" X 11" paper size in 12 point Times New Roman font. Proposals should be single-sided and single spaced. Proposers shall respond to the items in the order they are shown in the RFQ. In order to be considered for selection, proposers must submit a complete and signed proposal. Failure to submit all information requested may result in the proposer being required to promptly submit missing information and/or being given a lowered evaluation on the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.

Proposals should be prepared as thoroughly and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ so that UPO may properly evaluate proposer's capabilities to provide the required service. Emphasis should be placed on completeness and clarity of content. Ownership of all data, materials and documentation originated and prepared for this RFQ by any proposer shall belong exclusively to UPO.

- Proposal to be submitted to procurement@upo.org by or before the closing date and time.
- No other distribution of proposals shall be made by the proposer.
- A proposer may submit no more than one response to this RFQ.

PROPOSAL SECTIONS AND SCORING

An internal review panel will evaluate proposals to determine completeness of submission, level of interest, educational background, relevant experience and references.

PROPOSAL SECTION	REQUIRED DOCUMENT	POSSIBLE POINTS
RFQ COVER SHEET	COMPLETED AND SIGNED RFQ COVER PAGE	5
INTEREST	LETTER OF INTEREST	10
EDUCATIONAL BACKGROUND	COMPLETED EDUCATION FORM	35
RELEVANT EXPERIENCE	RESUME / CURRICULUM VITAE (CV)	40
REFERENCES	COMPLETED REFERENCE FORM (Full Name, Title, Relationship, Phone Number, Email)	10
TOTAL SCORED POINTS		100
<i>There are a maximum of 100 points. UPO reserves the right to accept or reject any proposal.</i>		

AWARD OF CONTRACT

Proposers that score the highest points will be recommended to UPO's Director of Performance Management for inclusion in the pool of qualified evaluators of CSBG proposals. The selected proposers will be asked for additional information including Federal Identification Number or Social Security Number for preparation of contracts and subsequent payment processing.

APPENDICES

Following appendices are attached to this RFQ which need to be completed, signed and returned along with the proposal (word copies of these appendices are attached):

- A. Vendor Identification Form
- B. Education Form
- C. Reference Form



VENDOR IDENTIFICATION (must be completed and returned with proposal)

Appendix A

Company Name:			
Doing Business As (DBA):			
Company Federal ID:			
Address:			
Remit To Address:			
Telephone:			
Fax:			
Email:			
Web address:			
Main Contact:			
Person responsible for response (if different):			
Print Name	Title	Authorized Signature	Date

Appendix-B: EDUCATION FORM

Undergraduate College / University	
City, State	
Date of Graduation	
Major	
Degree Type	

Graduate School	
University	
City, State	
Date of Graduation	
Major/Specialization	
Degree Type	

Other Graduate School	
University	
City, State	
Date of Graduation	
Major/Specialization	
Degree Type	

LICENSURES, CERTIFICATIONS AND OTHER CREDENTIALS

Please indicate all current professional licenses and certifications you possess that relate to the position for which you are applying.

Appendix-C: REFERENCE FORM

1 st Reference	
Full Name	
Title	
Organization	
Relationship	
Phone Number(s)	
Email Address	

2 nd Reference	
Full Name	
Title	
Organization	
Relationship	
Phone Number(s)	
Email Address	

3 rd Reference	
Full Name	
Title	
Organization	
Relationship	
Phone Number(s)	
Email Address	