



REQUEST FOR PROPOSAL (RFP) **COMMUNITY NEEDS ASSESSMENT**

Release Date: October 30, 2022
Responses Due: by **5:00 PM** Eastern time on ~~November 30, 2022~~
Extended to December 9, 2022 at 4pm

DESCRIPTION:

COMMUNITY NEEDS ASSESSMENT OF THE SENECA NATION OF INDIANS

INVITATION:

The Seneca Nation of Indians (SNI) is seeking an established individual, organization or consulting firm to carry out a Community Needs Assessment.

This is a substantial research project which requires the successful individual, organization, or firm to be on-site at various phases of the SNI Community Needs Assessment.

SNI recognizes e-mail as a sealed response in relation to this RFP. All communications regarding this bid should be addressed to:

Seneca Nation of Indians
Community Planning & Development Department
Attn: Lucille White, Director
12837 Route 438
Irving, NY 14081
Telephone: (716) 532-4900
L.White@sni.org

Proposals must be received by the Planning Department on or before **November 30, 2022** by **5:00 pm**. Proposals received after the deadline will not be considered.

I. Overview

The Seneca Nation of Indians (SNI) is requesting proposals from experienced individuals, organizations, or consulting firms to conduct a comprehensive Community Needs Assessment.

While past efforts have contributed to the Nation's knowledge on specific issues and met requirements for receiving funding, the SNI is seeking to undertake a comprehensive and integrated community needs assessment. The community needs assessment will work with all departments in the SNI, identifying who is gathering data, who is working on issues, and where gaps in community services and data collection may lie. The community needs assessment is more than just gathering and analyzing of data, it can be the basis for identifying priorities, creating change, and planning future action. It will generate a comprehensive report that will be useful for prioritizing and planning services offered by the SNI to improve the quality of life on the Nation's territories as well as identify future action.

II. Background and Project Information

The Seneca Nation of Indians, a federally recognized tribe, is one of the six nations of the Iroquois Confederacy that occupy lands in New York State. The Seneca Nation of Indians (SNI) holds title to five distinct, but non-contiguous, territories in the western region of New York State. Two territories are primarily residential and three territories are foot-printed primarily for gaming and retail enterprises.

The two residential territories are known as the Allegany Territory and the Cattaraugus Territory. The Allegany Territory, composed of 31,172 acres, holds the distinction of hosting a Congressional town and city within its borders, the City of Salamanca, NY, and has a portion of Interstate 86 crossing tribal lands. Cattaraugus County borders the territory. The Cattaraugus Territory is located along the Cattaraugus Creek, spanning from Gowanda, NY to Irving, NY and terminating along the shoreline of Lake Erie. The Cattaraugus Territory comprises 22,012 acres adjacent to three different counties (Cattaraugus, Chautauqua, and Erie) and has a portion of the New York State Thruway, also known as Interstate 90, intersecting tribal lands. The two territories are 35 miles apart from each other and are situated in a rural area of New York State that has a high-degree of agriculture and light- to heavy-manufacturing businesses.

The Nation has sovereign authority to regulate the natural, cultural, and economic environments in its territories and asserts complete civil jurisdiction separate from New York State. The Nation has approximately 8,500 enrolled members and provides direct services to the Seneca community that include health and wellness, education, child care and elder care, judicial, public safety, cultural preservation and advancement, and economic and employment opportunities.

III. Scope of Services

- Analyzing Existing Data: Review of SNI Data and Secondary Data
- Connecting with the Project Team, Key Departments, and Key Leaders
- Performing Pre-Assessment Activities: Organization, Creation of Assessment and Tools (e.g. Survey, Interviews, Public Forum, Focus Group, Secondary Data Analysis, Asset Mapping) to Yield the Highest Return, Public Awareness Campaign
- Conducting Community Needs Assessment
- Compiling and Interpreting Assessment Responses
- Identifying Priorities and Issues
- Generating and Releasing Final Report: *Seneca Nation of Indians Community Needs Assessment*

MEETINGS: Three to Six Meetings with Nation Departments; Focus Group Sessions, Two Public Forums

DELIVERABLES: Survey; Final Report: *Seneca Nation of Indians Community Needs Assessment*

IV. Contents of Proposal

A. Statement of Qualifications

The proposal should include a description of the capacity to perform the SNI Community Needs Assessment, including:

- Organizational Mission
- Knowledge of Indian County
- Experience with Quantitative and Qualitative Data Collection and Analysis
- Facilitation of Focus Groups and Public Forums
- Creation and Delivery of Surveys
- Experience with Community Needs Assessments or Similar Projects
- References

B. Work Plan

The proposal should include a description of the project design, including:

- Methodology and Rationale
- Quantitative Data Identification and Analysis
- Qualitative Assessment and Community and Government Engagement
- Comprehensive Findings and Recommendations

C. Implementation Plan

The proposal should describe the implementation plan, including:

- Tasks
- Key Staff with Resumes
- Milestones
- Completion Date
- Deliverables

D. Cost Proposal

Competitive proposals will be considered for the Seneca Nation of Indians Community Needs Assessment, and will result in a fixed price contract.

A detailed cost proposal showing estimated hours and personnel for each task along with a total not to exceed cost is required. Provide the billing rates or range for each classification of key staff members, including subconsultants and percentages.

V. Consultant Selection Process

The proposals will be evaluated and ranked by the SNI Planning Department Staff on behalf of the Seneca Nation. The following factors will have the most weight in evaluation of the proposals:

- Knowledge and Experience of Key Staff
- Demonstrated Competence on Community Needs Assessments or Similar Projects
- Cost
- Project Time Frame
- Knowledge of Culture

The Nation reserves the right to accept, reject, or negotiate any and all proposals, or any portion thereof.

VI. Disclosure of Potential Conflicts of Interest:

If you, or any director, officer, employee or owner of your company has a business or personal relationship with a director, officer or employee of the Seneca Nation of Indians (or its affiliates) that may create a conflict of interest, or appearance of impropriety, for or relating to such director, officer or employee in connection with the entry into, or ongoing performance of, the transaction(s) or service(s) contemplated under this RFP, you are under an obligation to disclose such conflict to the Nation, in writing, to the extent you have knowledge thereof.

VII. Acceptance of Proposal

The Seneca Nation anticipates that it will enter a fully executed agreement with the selected Applicant by January 16, 2022 (at which time the selected applicant will be required to provide evidence of professional liability insurance).