

Request for Proposal

THE STATE OF POVERTY IN OHIO REPORT

*Deadline for applications Friday, **October 12, 2018, no later than 5:00 p.m.**

I. Introduction:

The Ohio Association of Community Action Agencies (OACAA) represents Ohio's forty-eight (48) locally governed Community Action Agencies (CAAs), covering all of Ohio's eighty-eight (88) counties. CAAs are governed by boards made up of low-income people, local political leaders, and representatives of the private sector. They provide a comprehensive menu of cost-effective, one-stop services to help Ohioans on the path to self-sufficiency.

To better understand the conditions of poverty in Ohio, OACAA developed an annual report that includes research-based information on the evolving characteristics of poverty, and how local, state and other stakeholders are addressing the issue. The first report was completed in 1999. As the leader in the field of poverty alleviation, OACAA has been able to shed light on an issue that affects millions of citizens in Ohio through the State of Poverty in Ohio report.

II. Purpose:

OACAA is seeking to engage an independent consultant to produce annually, "The State of Poverty in Ohio" report. In addition, the selected consultant will work with OACAA to distribute the report to key stakeholders. The information outlined below illustrates the scope of the work and the criteria for selection. Examples of previous reports can be found at: <http://oaca.org/reports-publications/>.

III. Objectives:

1. The Report is designed to be distributed statewide and to include information from: (i) review of literature; (ii) available demographic data (iii) focus groups comprised of Community Action consumers and other relevant stakeholders and (iv) case studies of best practices from Ohio CAAs.
2. Work on the Report will begin in the Fall of 2018. A full project timeline will be developed with OACAA after the consultant is selected.
3. The Report may include customer interviews, surveys, focus groups and consultation with experts in the field. The successful organization is welcome to suggest additional or alternative forms of soliciting the information. OACAA will provide access to customers through its Community Action Network, if needed.
4. The report is expected to be useful to multiple audiences and must include graphical representations of data or "infographics."

IV. Scope and Conditions

To be selected as the consultant, applicants should provide the following:

1. *Statement of Suitability* – The Statement of Suitability must include a detailed outline of the applicant's ability to perform the work showing past projects, consultancies, research, publications and other relevant information, including references. In particular, the applicants should describe their experience with program data evaluation. Preference will be given to applicants who can demonstrate strong experience working with non-profit, social service agencies as well as experience researching and reporting about anti-poverty programs.
2. *Work Approach* – The Work Approach needs to detail the way in which the applicant would approach the project. Given the geographic distribution of the program and other key stakeholders, the successful candidate will be required to communicate through email, telephone and in person.
3. *Team Curriculum Vitae* – The response must include Curriculum Vitae for the team showing each individual's suitability for the proposed work.
4. OACAA Contract Compliance – Applicants should warrant that they are willing to operate under a non-disclosure agreement.
5. The proposal should include a work schedule including key milestone dates and a statement of proposed fees.

IV. Deadline / Requirements:

Due by October 12, 2018, interested applicants should submit proposals by email to phil@oaca.org to the attention of Phil Cole, Executive Director.