



FOUNDATION FOR METROWEST

Overview

Founded in 1995, the Foundation for MetroWest (FFMW) is a community foundation serving 33 cities and towns in the Greater Boston/Central MA region. We serve as a resource, leader, and catalyst for philanthropy by connecting donors with nonprofits, and nonprofits with each other across the region. Our expertise is valuable not only for those who know where they want to give, but also for the many residents who want to give back to their communities, but may not have the time or tools to identify local needs and how to make the greatest community impact.

The Foundation manages philanthropic initiatives for donors and nonprofits, reducing administrative costs while increasing tax advantages. We ensure that gifts go where they will do the most good, now and in the future. The Foundation currently manages over \$22 million in assets and houses over 120 funds.

Since inception, we have distributed over \$15 million into the community in the following focus areas:

- Arts & Culture
- Environment
- Family Support
- Hunger Relief
- Youth Development

Mission

Foundation for MetroWest connects philanthropic opportunity with demonstrated need. We promote philanthropy in the region, help donors maximize the impact of their local giving, serve as a resource for local nonprofit organizations, and improve the quality of life for all of our residents.

Invitation to Bid

The Foundation for MetroWest (FFMW) is currently seeking proposals from qualified consultants to render professional services for FFMW to conduct and produce a Community Needs Assessment (CNA). FFMW's last CNA was conducted in 2013 and provided us key demographic data and a better understanding of the needs within our region. FFMW has identified the need to conduct a CNA in 2018 to provide updated data and context to the opportunities and challenges within MetroWest. Beyond the data, the CNA will:

- Identify the essential resources that are already available in MetroWest
- Identify the additional essential resources that are required in MetroWest
- Determine how to use, develop or obtain those resources

This information will allow FFMW to continue to make informed decisions about funding priorities throughout our communities and build a case for philanthropic investment for stakeholders.



FOUNDATION FOR METROWEST

The selected vendor will conduct community forums, focus groups, gather volumes of pertinent demographic data from multiple sources, and produce a finished document that includes strong analysis, trends to watch and recommendations for immediate and future focus. The goal is to select the most capable vendor offering the most competitive price. The price shall not exceed \$35,000.

Timeline & Submission Process

Proposals must be mailed or emailed to the Foundation for MetroWest by September 14, 2018. Proposal should be clearly marked: "Community Needs Assessment" on the outside of the envelope or in the subject line and sent to 3 Eliot Street, Natick, MA 01760 or emailed to jkim@foundationformetrowest.org. Proposals received after the due date may not be considered. Respondents will bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and Foundation for MetroWest shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

Required Information

- experience and qualifications
- estimated completion time
- references
- estimated budget of costs

Description of Services

The qualified consultant will be responsible for the coordination of the creation of a fully completed Community Needs Assessment document. The FFMW Community Needs Assessment must include specific data and analysis.

The Community Needs Assessment must contain the following:

1. Executive Summary

2. Donor, nonprofit, staff and community input of the needs and strengths within the communities and recommendations for further addressing the needs.

3. An analysis of demographic, data and economic trends in FFMW's 33 communities including:

- overall population
 - race/ethnicity
 - languages spoken
 - education attainment (all levels)
 - household composition
 - income (all levels)



FOUNDATION FOR METROWEST

- birth and death rates
- low-income population
- aging population
- special needs population (incl. type of disabilities)
- poverty & homelessness
- basic needs (costs/availability & need)
 - housing (rental vs. ownership / affordable housing availability)
 - child care
 - food
 - transportation
- Incarceration rates
- Domestic and sexual violence data
- Newcomer population (immigrant and refugee residents – citizenship, legal, ESOL, translation, job training and placement, housing, etc.)
- Mental health
- Labor force/ employment/unemployment trends/job opportunities
- Veterans data
- child development
 - early literacy
 - dropout rates
 - IEP data
 - foster care data
- Philanthropic resources and giving rates
- Volunteerism rates (incl. those involved in town government)
- Religious institutions
- Corporate sector data (# of businesses; industries represented; jobs; revenue and giving)
- Education institutions (private, charter, higher education)
- Number of waterways in MetroWest
- Amount of conserved and open land
- Arts & Cultural attractions (# of opportunities; economic impact)

4. Key questions:

- How has MetroWest changed over the past 5 or 8 years?
- Are there any themes that emerge across the 33 cities and towns?
 - Strengths and weaknesses within our communities
- In our more affluent communities, any key themes emerge in terms of needs? Are they different? If so, how?



FOUNDATION FOR METROWEST

- Most vulnerable residents – who are they, where do they live, and what are their key needs?
- Based on the data analysis, what are the top 5 issues that a community foundation should address in MetroWest?
- Based on the information gathered, are there any key trends or issues on the horizon that we should be aware of and prepared to address?
- Who are the faith- and community-based groups serving people in MetroWest? What services are they providing and to whom?
- What services are local public agencies providing, and to whom?
- What are the barriers to accessing existing services?
- What issues are residents coalescing around?
- What are the service gaps? What would a “complete” MetroWest ecosystem look like? What are the intervention strategies already in play?
- Are community members open and ready to change the way we address current issues?

FFMW will aid in:

- Securing adequately sized meeting rooms
- Arranging for constituent participation for project

Selecting Proposal

FFMW reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluation offers will be based upon the Vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understand these requirements.

Confidentiality

All information presented in this RFP, including information subsequently disclosed Foundation for MetroWest during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

Project Deliverables

All recommendations identified during this engagement will be documented and reviewed with Foundation for MetroWest leadership. All deliverables produced during the engagement are for the sole use of Foundation for MetroWest. All work papers, analyses and final reports will remain the property of Foundation for MetroWest.