

REQUEST FOR PROPOSALS EVALUATION CRITERIA

All parties shall provide a response containing all required elements herein to the City of Bellingham at the stated address by the deadline given.

The City intends to enter into a contract with the Proponent who provides a proposal that, in the opinion of the City, best meets all the below listed evaluation criteria (receives the highest evaluated score) as determined by a selection committee formed by the City. Further, the City reserves the right to conduct interviews with one or more proponents as necessary to complete its evaluation. Upon selection of a Proponent, the City intends to enter into a contract using its standard Consulting Services Agreement, which shall be used to secure these services. A copy of the City’s agreement is attached, as Attachment B, and shall be incorporated into this RFP by this reference.

Evaluation Criteria	Weight
Overall Project Approach & Understanding <i>(including timeline and work effort necessary to perform identified work...or insert additional text here...)</i>	30
Demonstration of Experience & Expertise (in performing work of this size and nature...or insert additional text here)	30
Proposed Fees/Costs	30
References	10
Total	100 pts.

DRAFT scope of work for analysis regarding establishment of an Immigrant Resource Center (IRC)

The City of Bellingham is seeking to establish an accessible, welcoming, effective service for immigrant members of the community. The City will evaluate proposals, including program design and delivery, based on the responses to the program scoping outline below. Upon completion of the scoping and program design, the City may use the program deliverables to create a Request for Proposal (RFP) which could be competitively advertised and implemented (time TBD).

Immigrant Resource Center Program Scoping (date TBD) – successful consultant will:

1. Gather input from community members to capture perspectives on the necessary and preferred characteristics of a successful program
2. Identify gaps in existing services and propose best practices and services to serve the immigrant community
3. Propose models based on best practices and services
4. Gather additional information from City staff to:
 - a. Evaluate current practices of City departments to determine how proposed services offered will complement and be compatible with existing practices, programs, and services
 - b. Evaluate services offered by private and nonprofit providers and determine how proposed services offered will complement and be compatible with existing practices, programs, and services
 - c. Agree upon data to be collected and the format in which it will be shared
 - d. Identify outcome measures for evaluation
5. Continue to research best practices for program design and delivery
6. Design and develop a program structure, including city-specific procedures, and evaluation tools – documents will be delivered in MS Word format
7. Provide a summary status report by (date TBD)