

ANOVA
255 Horton St.
London, ON N6B 1L1

Request for Proposal For Needs Assessment

ISSUED BY:

ANOVA



a future without violence.

RFP CLOSING DATE/TIME: AUGUST 5, 2022 BY 5:00 PM EST

Proponents must confirm intent to submit a proposal by July 22, 2022

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INTRODUCTION

ANOVA is requesting proposals from a qualified professional individual and/or organization for a needs assessment for the construction of a new 40-bed emergency shelter and sexual assault centre. This Request for Proposal is a tool to help ANOVA understand your organization's relevant capabilities to conduct and complete this needs assessment.

ORGANIZATION PROFILE

ANOVA is the organization formed in November 2016 when two formerly separate non-profit organizations, Women's Community House (WCH) and Sexual Assault Centre of London (SACL), unified. SACL transferred its net assets to WCH and shortly thereafter the organization's name changed to ANOVA: A Future without Violence to represent the now unified operations.

Founded in 1978 as WCH, the organization was first incorporated in 1987 and is a provincially incorporated, registered charity now operating as ANOVA, in the city of London, servicing clients from London, Middlesex, Ontario and across Canada.

ANOVA provides multiple services including emergency and short-term shelter and support to abused women and their children 24 hours a day, 365 days a year. Its two shelters have a combined capacity of 67 beds providing safe, short term shelter, basic needs and counselling for victims of domestic violence and abuse. ANOVA provides a 24-hour helpline, a walk-in counselling centre, second-stage housing and community group programs for children and their mothers/caregivers. Its Outreach Program offers service to women including safety planning, legal and financial advocacy, consultation regarding housing, and community referrals. The Family Court Support Program supports victims of domestic violence going through the family court system by offering information and support around family law process and procedures. ANOVA has a vibrant volunteer program and a speaker's bureau through which it provides public education on the impact of violence to schools, service agencies, service clubs, churches and information fairs. Additionally, ANOVA offers individual and group counselling for female-identified survivors of sexual assault, a 24-hour helpline, accompaniment/advocacy, and public education. The organization also owns and operates a social enterprise called MINE 101 that offers the surplus of donated items for sale to generate funds that contribute to the unfunded children's programs at the shelters.

The unified organization employs approximately 95 staff on a full-time, part-time and relief basis. With a budget of \$5.7 million, it will synergistically continue, improve and add to the services to meet the needs of its clients.

Governance

An independent volunteer Board of Directors governs ANOVA, meeting monthly except in July and August. The Board appoints a Chair.

The contractor(s) for this needs assessment are to be appointed by and responsible to the members of the organization as represented by the Board of Directors, as well the ANOVA Leadership Team.

SCOPE OF WORK

Required Project Deliverables

ANOVA is seeking proposals for the provision of a needs assessment for the construction of a new 40-bed emergency shelter and sexual assault counselling centre.

The needs assessment must follow the Provincial Needs Assessment Template provided by the Ministry of Children, Community and Social Services.

Needs Assessment Elements

Following the Ministry-approved Needs Assessment template (see Attachment A), the final executive summary of the document will outline:

- *Main problems/gaps/opportunities*
- *Ability to manage within current facilities*
- *Desired end state and impacts on programs and services*
- *Alignment with strategic Ministry programs and services priorities*
- *High level cost estimate*
- *Risks identified*
- *Recommended solution*

Contract Term

The term of the contract is ninety (90) days, unless both parties agree in writing to extend the contract period. If it is determined that the project requires more time, either party should alert the other as soon as possible to adjust the workplan. Ten (10) business days' written notice must be provided if either party wishes to terminate the agreement prior to the contract's expiry date.

PROPOSAL CONTENT

To better understand your organization and the ability to successfully provide this critical needs assessment for ANOVA, please provide the information below as part of your response. Limit your response to 20 pages. Clearly reference each specific question or point in your response.

Capabilities of Your Organization

- Provide an overview of your practice that is relevant to this project.
- Provide details of recent external needs assessments/projects that were similar in scope and requirements to those of ANOVA and carried out by your local office, including the number of years served and contact information for a key client representative. Note that ANOVA will not contact these references without providing you with advance notice.
- What experience does your organization have in providing services to charities and/or not-for-profit organizations?
- Would ANOVA have the same lead staff for the duration of the relationship? If not, what arrangements does your organization have to ensure that if key personnel proposed for the project become unavailable they will be replaced by similarly qualified and experienced staff in a timely manner?
- What technologies does your organization employ to promote flexibility and efficiency?
- Provide a summary of the reasons why selecting your organization as the needs assessment lead for ANOVA would be the best decision for this organization.

Professional Team Assigned

Provide information on the size, composition, and organization of the team assigned for this needs assessment project, including detailed information on the background of any proposed leaders, support staff, etc.

Proposed Methodology

- Provide a general description of the approach employed by your organization for this needs assessment, including the proposed timeline, critical steps, and process that would be employed. Include a description of the technology and work processes to be used to ensure an efficient needs assessment process.
- What is your organization's reporting approach as it relates to interim and final phases of the assessment, and presentations to ANOVA management and the Board of Directors?
- How will communication with ANOVA be carried out on an ongoing basis and what processes would you employ to identify and address matters related to client satisfaction, performance measurement, or other concerns that may arise?
- How will you incorporate ANOVA's core values into your work? How will you approach this work with a trauma- and violence-informed lens?

Project Fees

Indicate the full pricing associated with your proposed needs assessment solution, excluding taxes. All applicable fees and charges, both up-front and ongoing, must be identified.

Budget for this project is \$20,000.

Value-Added Services

The proposal should include a brief description of any value-added services that the contracted organization will provide, such as advice to ANOVA on issues related to a new build project (e.g. fund development, property development, community need, etc.).

RFP PROCESS

Proposal Evaluation

The evaluation of all proposals will be based on criteria and/or presentations to determine the best qualifications and best value package of deliverables. Evaluation is conducted by a Board Committee that consists of ANOVA board members, volunteers and leadership staff.

Evaluative considerations include but are not limited to:

- Overall quality of the proposal and presentation.
- Experience, qualifications and perceived fit of the proposed organization with ANOVA and the charitable sector, including alignment with and understanding of ANOVA's core values and knowledge of trauma-informed care and services.
- Experience and qualifications of staff to be assigned to the project.
- Project approach, including methodology, deliverables and proposed timing.
- Fees – it is expected that the quoted fees will provide for all work associated with the delivery of the needs assessment.
- Value-added services.

Communication Information

Jessie Rodger, Executive Director is the ANOVA representative for this RFP. For any information relative to this RFP, please direct all inquiries to Jessie via email:

Jessie Rodger, Executive Director | JessieR@anovafuture.org

Notification of Intent to Respond

Please indicate your intention to submit a proposal, by email, to the above email address by July 3, 2022. In addition, please provide the contact details of the individual(s) responsible for coordinating your RFP response.

RFP Questions

Questions regarding this RFP will be accepted up to the date indicated in the Key Dates table that follows (Page 8). Answers to all questions will be distributed to all proponents. Questions can be submitted ONLY by email to JessieR@anovafuture.org

Response Delivery Instructions

Please deliver your proposal via email to JessieR@anovafuture.org by the time and date as indicated in the Key Dates table.

Presentations

ANOVA's intention is to hold presentations with a shortlist of firms on the date as indicated in the Key Dates table. The presentations will be held virtually with the Board Committee.

Key Dates and Schedule of Events

DATE	EVENT
July 3, 2022	Intention to Submit a Proposal (by email)
July 22, 2022	Deadline for questions from all bidders
August 5, 2022	Proposal Submission Date (by email)
August 12, 2022	Evaluation of Proposals – ANOVA to generate a shortlist of proponents for presentations
August 22, 2022	Presentations – final date(s) to be confirmed
September 6, 2022	Anticipated Project Start Date

If you are planning on submitting for both open RFPs (or if you wish to learn more about the other RFP at Anova), please notify Jessie Rodger ASAP

Note that ANOVA reserves the right to cancel or alter the RFP process as described in this document at any time.