

Community Engagement Project Request for Proposal

Northeast DuPage Special Recreation Association (NEDSRA) invites qualified firms to submit proposals for conducting community surveys and collecting data from 11 communities in our Association in accordance with the following requirements.

There is no expressed or implied obligation for NEDSRA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. NEDSRA reserves the right to reject any and all proposals and/or waive minor technicalities/irregularities.

To be considered, please submit the proposal no later than 3:00 p.m. on December 15, 2021 to:

Rick Poole, Executive Director
NEDSRA – Community Engagement Project
1770 W. Centennial Place
Addison, IL 60101-1076

During the evaluation process, NEDSRA reserves the right to request additional information or clarifications from prospective firms to allow corrections of errors or omissions.

GENERAL INFORMATION

History and Mission

Northeast DuPage Special Recreation Association (NEDSRA) is a cooperative of eight park districts and three villages in northeast DuPage and west Cook Counties. NEDSRA was formed in 1976 to combine resources and avoid duplication among the member agencies in the provision of recreation programs, services and events for people with disabilities. Annually, NEDSRA serves approximately 2,800 distinct individuals. NEDSRA's primary mission is to serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services. NEDSRA's main objective is to meet the unique social and recreation needs of individuals with disabilities, so they may increase their enjoyment of life and reach their highest level of independence, self-fulfillment and self-actualization.

While NEDSRA does not maintain records regarding income or ethnicity, we are confident a significant number of our clients fall into the low income and/or otherwise disadvantaged, high-risk youth categories, as several of our participants are wards of the State of Illinois and living within our community in independent living settings. To this end, NEDSRA has developed a *Fee Assistance Program*, which assertively addresses the financial needs of our participants, and assures the availability of our services to all residents regardless of their financial difficulties. This program has strong grassroots support and is funded from local service clubs and community contributions for this purpose. In 2019-20, \$17,242 was awarded in fee assistance.

Programs and Services Offered

NEDSRA enhances the lives of people with disabilities by providing a multitude of targeted recreation services. Annually, we offer over 600 social development, leisure education, recreation, nature and sports' skills programs and services. Services are available for individuals of all ages, from birth through seniors, whose disabilities may include, but are not limited to: autism spectrum disorders, developmental delays, hard-of-hearing or deaf, learning disabilities, blind/visual impairments, emotional and behavior disorders, trainable intellectual disabilities, educable intellectual disabilities, physical disabilities, severe and profound compound disabilities, mental illnesses, multi-disabilities and at-risk youth. Inclusion services and support are offered year-round as an integral part of NEDSRA's services for our member partners and their residents enrolling in partner programs.

Scope of Work

NEDSRA provides a variety of services to a diverse population located in 11 communities. We seek a comprehensive proposal that will provide statistically valid feedback from these communities. We hope to learn why people do and do not participate in our services, what our core services are, what we do well and what we can improve. It is our goal to use this input to direct future resources and services. Proposals should include the following:

- Preparation, administration, tabulation and assessment of a statistically valid survey of the 11 member partner communities.
- Community input meetings to include Board, stakeholders and community members.
- A final report of findings that the Association can use to direct future resources and services to include a presentation of those findings to the NEDSRA Board of Trustees.

Fees

The proposal should contain all pricing information relative to performing the work described and should contain all direct and indirect costs, including all out-of-pocket expenses.

NEDSRA will not be responsible for expenses incurred in preparing or submitting a firm's proposal. Such costs should not be included in the proposal.

Evaluation of Proposals

The proposals will be reviewed by the Executive Director and the Executive Committee of the Board of Trustees who will make a recommendation for the selection of a firm based on the following criteria:

1. The firm's experience with similar type projects.
2. Reputation of the firm, based on references.
3. Understanding of the specific needs of NEDSRA and willingness to meet the performance specifications.
4. Identified approach to the project and ability to outline the process and deliverables clearly.
5. Qualifications and experience of the personnel to be assigned to the engagement.
6. Proposed fees as compared with other proposals.

All proposals will be evaluated for completeness, cost effectiveness and government experience. NEDSRA reserves the right to reject any and all proposals that (1) are not received by the deadline; (2) are not legible or understandable; (3) do not meet the requirements illustrated in these specifications; and (4) are deemed not to be in the best interest of NEDSRA under the sole discretion of the Executive Director and the Executive Committee of the Board of Trustees.

NEDSRA reserves the right to cancel the contract for failure on the part of the firm to conform to expected standards, or for failure to perform in accordance with the terms of the request for proposal.

NEDSRA may request to interview any and all firms, whereby such interview will be conducted by the Executive Director, the Executive Committee and designated NEDSRA staff. The formal selection and recommendation of a firm will be made by the Board of Trustees of NEDSRA upon recommendation of the Executive Director and the Executive Committee and is anticipated to take place at a NEDSRA Board meeting in The selected firm will be notified within five business days of that meeting. NEDSRA reserves the right to delay the selection to a future meeting. Firms that are not chosen will receive notification, as well.

Instructions for Submitting Proposals

All proposals must be submitted by 3:00 p.m. on Wednesday, December 15, 2021 to:

Rick Poole, Executive Director
NEDSRA – Community Engagement Project
1770 W. Centennial Place
Addison, IL 60101-1076

All proposals submitted become the property of NEDSRA and shall be retained.

Any questions regarding the proposals should be directed to Rick Poole at the above address, by phone 630-620-4500, or email rpoole@nedsra.org.