



**CITY OF TEXARKANA ARKANSAS**  
**Housing & Community Development Department**  
**REQUEST FOR PROPOSALS**

**COMMUNITY-BASED PROGRAM DELIVERY IN LOCAL  
COMMUNITY BASED DEVELOPMENT ORGANIZATIONS AND FAITH-  
BASED INITIATIVES IN THE CITY OF TEXARKANA ARKANSAS**

The City of Texarkana, Arkansas is seeking proposals from qualified persons or organizations to implement and/or development successful programs in the local Community Based Development Organizations (CBDO's) and Faith-Based Initiatives. The desired services range from human services, educational programs, enrichment programs (culture/art), health, fitness, economic development projects, job training and/or vocational programs. The City's goal is to mobilize public service organizations in the local communities and bring people together around the common focus of service to others.

The City will form a selection committee to review and evaluate proposal received. The selection committee will evaluate and rate the proposals according to selection criteria and associated values established by the City, including qualification, experience, capacity and professional associations or endorsements. The City will negotiate an agreement with the person or organization receiving the highest rating by the selection committee.

Any person or organization desiring to submit a proposal for consideration may obtain a Request for Proposal (RFP) at the following location or making a request for an RFP in writing or by telephone:

**City of Texarkana, Arkansas**  
**Housing & Community Development Department**  
**216 Walnut Street (1<sup>st</sup> floor)**  
**Texarkana, AR 71854**  
**870-779-4918**

The RFP contains a description of the desired services, submission requirements and the criteria to be used in rating the proposals received. Proposal will be received at the address listed above until 5:00 p.m. September 14, 2007. Proposal received which are incomplete and do not contain all submission requirements may be deemed unresponsive and such will not be considered for selection.

**SCOPE OF SERVICES:**

The City of Texarkana Arkansas is seeking proposals for direct service activities that may include, but not limited to, to human services, educational programs, enrichment programs (culture/art) health, fitness, economic development projects, job training and/or vocational programs. Applicants must demonstrate how their project and/or activities will build sustainable service to the community. The City defines sustainable programs and services as those that will continue beyond one year.

**MINIMUM REQUIREMENTS:**

- One minimum experience in hosting, managing and operating a successful program/project with the Texarkana area
- Access to technology – computer, telephone, copier and fax
- Demonstrated experience working the low-income community
- Schedule of hours: Operating minimum 3 to 4 days a week, 4 hours
- Demonstrated capacity to implement a quality program
- Agree to recruit and referred community people to programs/activities
- Agree to meet with City staff regularly or as requested for project updates
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**PREFERRED REQUIREMENTS:**

- Linkage to other asset-building programs (own funding sources)
- Help support and maintain the neighborhood centers
- Ability to recruit and manage volunteers
- Multilanguage capabilities



## **SUBMISSION REQUIREMENTS**

When responding to the RFP please submit an original and five (5) copies and the following information:

1. Name, address, phone number, and facsimile numbers of the person or organization submitting the proposal
2. Name, address, phone number, and facsimile numbers of the designated contact person representing the responding person or organization submitting the proposal
3. Evidence of incorporation or authorization to conduct business in the State of Arkansas and the City
4. Federal identification number or social security number
5. Evidence of capacity to perform required services
6. Description of qualification of person designated to provide services, with criminal background
7. Evidence of experience of providing services
8. Evidence of any professional association/membership or other endorsements relevant to the services provided
9. Detail budget and funding sources
10. Proposal should not exceed five (5) typed pages

**All proposal are due no later than Friday, September 14, 2007 3:00 p.m.**

**City of Texarkana, Arkansas  
Housing & Community Development Department  
216 Walnut Street (1<sup>st</sup> floor)  
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**SELECTION CRITERIA FOR RATING PROPOSALS  
(IN RESPONSE TO REQUEST FOR PROPOSALS)**

**PROJECT: COMMUNITY-BASED PROGRAM DELIVERY IN WITHIN THE  
CITY OF TEXARKANA ARKANSAS**

**NAME OF RESPONDENT:** \_\_\_\_\_

	<b>MAXIMUM POINTS AVAILABLE</b>	<b>POINTS AWARDED</b>
Experience of persons organization designated to provide desire services	30	_____
Qualifying credential of persons to provide service(s)	30	_____
Profession association/memberships	10	_____
Capacity to perform services	30	_____
<b>TOTAL</b>	<b><u>100</u></b>	

\_\_\_\_\_  
**Signature**