



**Request for Proposal (RFP)
Community Youth Situational Study & Needs Assessment**

June 6, 2022

**Issued By:
Pagosa Springs Community Development Corporation**

Pagosa Springs, Colorado

**Proposal Due Date:
Friday, June 17, 2022. 5:00 p.m. Mountain Daylight Time**

Point of Contact:

Emily Lashbrooke
Executive Director
Pagosa Springs Community Development Corporation
Phone: 970.264.4625
Email: Emily@pagosaspringscdc.org
105 Hot Springs Blvd | PO Box 1183
Pagosa Springs, CO 81147

Organization Overview

The Pagosa Springs Community Development Corporation (PSCDC) is the economic development organization for Archuleta County and is a 501(c)(3) non-profit. The mission of the PSCDC is to enhance the quality of life for citizens of Pagosa Springs and Archuleta County by creating jobs, encouraging new capital investment, and creating a business-friendly community. Part of this mission includes coordinating resources to create desired outcomes that fulfill specific community needs.

The PSCDC created a local Collaborative Management Program (CMP) to assess the need for affordable afterschool youth services. These needs are based primarily on local socio-economic conditions. From this assessment, the CMP has elected to apply for and establish a Boys & Girls Club in Pagosa Springs to serve the youth of Archuleta County. The Boys & Girls Club application process requires a formal Community Youth Situational Study & Needs Assessment conducted by a legal business entity or contractor to achieve this requirement. The PSCDC is accepting bids in response to this RFP.

Proposal Overview

The PSCDC is requesting proposals for a Community Youth Situational Study & Needs Assessment. The formal assessment is required for the Boys & Girls Club application process and to secure necessary funding through grant opportunities.

The Community Youth Situational Study & Needs Assessment should be completed by **Friday, June 17, 2022. 5:00 p.m. Mountain Daylight Time**

Description/Scope of Work:

The PSCDC is seeking services to provide statistically valid information and data required to establish the need for a Boys & Girls Club in Archuleta County. These needs are based largely on local socioeconomic conditions of the community's youth population, location of public recreational facilities, location of private youth serving agencies, number of boys and girls currently being served, number of boys and girls not being served, rate of juvenile delinquency, extent of poverty in the community, and the current drop-out rate. This is known as a youth situational study.

This data can be obtained from a variety of sources including, but not limited to, Bureau of the Census, United States Department of Commerce, local Chamber of Commerce, local public library, local Board of Education, and local Department of Social Services.

The components of the Community Youth Situational Study & Needs Assessment include the following. The national Boys and Girls Club requirements are attached.

INFORMATION & DATA

A. Population

1. Population of City

This data may be obtained from the Bureau of the Census, United States Department of Commerce, or at the public library. The local chamber of commerce should have an estimate of current population as well.

2. Youth Population

The youth population, five to eighteen years of age, enrolled in pre-school through high school of the area being surveyed may be obtained from the board of education. This should be supplemented by data from the parochial and private schools. Many school district superintendents' offices conduct an annual census of children of school age. This census is a more accurate basis for determining the number of youth in the city than is school enrollment and should be used wherever available. If a census has not been made, information regarding the youth population may be secured from the United States Bureau of the Census report.

3. Forecast of Growth of School Population

Information regarding anticipated school population for the next several years may be secured through the board of education as well.

B. Marginal or Low-Income Areas

Identify the areas in which large numbers of families of low income reside. This information is usually available through the chamber of commerce or the metropolitan planning commission. A family of low income is defined as one having an annual income below the poverty line.

C. Juvenile Delinquency

Information is needed regarding:

1. The number of youth, and the areas in which they live, who appeared before the juvenile court during the last calendar year.
2. The number of youth from the city and various areas committed to juvenile correctional institutes during the last calendar year. This information may be obtained from the annual report of the juvenile court. Make sure that the statistics of juvenile delinquents refer to the city being studied and not to the county, unless you are conducting a survey for the county. If it is impossible to distinguish city cases from county cases, indicate that the figures are for the entire county.
3. The number of youth in the city, and areas in which they live, of juvenile court age, apprehended by the police during the last calendar year.
4. The number of cases in the city, and areas in which they live, involving youth who were handled by the probation officer without juvenile court action during the last calendar year.
5. The number of complaints and reports of incidents involving boys and girls answered by the police during the last calendar year.
6. Ratio of boys to girls relative to the above information.

Many juvenile courts, probation officers, and police departments have made maps spotting the residences of delinquents and youth apprehended by the police. These maps may have also been made by professors of sociology or by social agencies in the city. Obtain such a map, if available. If such data cannot be obtained, request written opinions of police and probation officers as to the location of these areas.

D. Socioeconomic Factors

Information on the following factors may be secured from the census data, local chamber of commerce, and board of education:

1. Education
 - a. Percent of high school graduates
 - b. Percent of college or university graduates

- c. Percent of school dropouts
- d. Average age of school dropouts
- 2. Housing
 - a. Number of public housing development units:
 - (1) Units
 - (2) Clusters
 - (3) Section 8 Units
 - b. Percent of renter occupied units
 - c. Number of persons per household
- 3. Employment
 - a. Percent of all youth over fourteen unemployed
 - b. Percent of families with annual incomes below the poverty line

E. Public Recreational Facilities Serving Youth

Secure data regarding community centers and recreational centers from the public recreation and school departments as to:

- 1. Number of centers
- 2. Location of each
- 3. Number of individual youth served
- 4. Money appropriated annually to operate the centers

F. Private Building-Centered Agencies Serving Youth

- 1. Y.M.C.A. / Y.W.C.A.

Secure information regarding the Y.M.C.A. / Y.W.C.A. from the general secretary or the youth work secretary or the Y.M.C.A. / Y.W.C.A. Annual Year Book concerning:

- a. Number of Units
- b. Location
- c. Number of youth enrolled as active, dues-paying members
- d. Number of youth enrolled as non dues-paying members on "scholarships"
- e. Activity charges and special fees
- f. Annual membership dues

- g. Approximate amount of money spent annually for youth work
2. Settlements or Neighborhood Houses
- Secure information regarding Settlements or Neighborhood Houses from the executive secretary of the agency concerning:
- a. Number of units
 - b. Location
 - c. Youth membership
 - d. Annual membership dues
 - e. Activity charges and special fees
 - f. Approximate amount of money spent annually for youth work

G. Non Building-Centered Agencies for Youth

Information regarding the Boy Scouts/Girl Scouts may be obtained from the executive of the Scout Council. Scout Councils usually cover a larger territory than a single city. Secure the following information for the city being studied:

- 1. Location of Troops and enrollment
- 2. Location of Packs and enrollment
- 3. Location of Explorer Units and enrollment
- 4. Approximate amount of money spent annually for scouting including salaries of executive staff

H. Other Agencies Serving Youth

Ascertain from the executives of the United Way, Community Chest, or Welfare Council what other agencies such as Big Brothers/Big Sisters are doing in the city. Secure from each of the agencies the following information:

- 1. Location of agencies
- 2. Sponsorship of agencies
- 3. Number of youth enrolled
- 4. Approximate amount of money spent annually for youth work.

II. MATERIALS

In order that areas may be located and isolated, the following additional information and materials are needed:

1. Census Tracts

Check with the city or chamber of commerce to determine whether the community is divided into census tracts. If so, procure a map showing these tracts.

2. School Districts

Procure from the board of education and from the parochial and private schools maps of districts based on school census.

3. City Wards

Procure map from city office.

4. Planning and Zoning Commission

Procure maps to show plans for future development of city, such as throughways, housing developments, industries, urban renewal, and rehabilitation.

Additional information is attached to this RFP.

Instructions on Proposal Submission:

1. Closing and Submission Date

Proposals should be submitted to the Pagosa Springs Community Development Corporation **Friday, June 17, 2022. 5:00 p.m. Mountain Daylight Time**

2. Inquiries

Inquiries concerning this RFP should be directed to Emily Lashbrooke, Executive Director, Pagosa Springs Community Development Corporation, Emily@pagosaspringscdc.org

Conditions of Proposal

All costs incurred in the preparation of the Proposal will be the responsibility of the Respondent and will not be reimbursed by PSCDC.

3. Instructions to Prospective Respondents

It is the responsibility of the Respondent to ensure that PSCDC receives the proposal by the date and time specified above.

4. Right to Reject

PSCDC reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the Community Youth Situational Study & Needs Assessment. A contract for the accepted proposal will be based on the factors described in this RFP.

5. Small/Minority-Owned Businesses and Women’s Business Enterprise

Efforts will be made by PSCDC to utilize small businesses, minority-owned firms, and women’s business enterprises.

6. Notification of Award

A decision regarding the selection of the successful Respondent is expected to be made on or about the week of June 27, 2022. Upon conclusion of final negotiations with the successful Respondent, all Respondents submitting proposals will be informed in writing of the decision.

Proposal Format and Content: At a minimum, the CMP is looking for a final document that can be disseminated to the public and stakeholders. It must be in a format that can be distributed electronically, printed and in a Power Point Presentation for meetings and on-line distribution.

The applicant should expect to meet with the CMP up to three times including the final presentation. Meetings may be in-person or by Zoom.

Proposal Review Process:

All proposals meeting the requirements above will be evaluated by the CMP. A standardized review tool will be used. An interview with the top applicant(s) may be conducted. The CMP will submit its recommendation to the PSCDC, and an official notification will be sent, and secured with a Memorandum of Understanding (MOU) between the contractor and the PSCDC.

Pricing & Payment Terms: Payment will be made in three installments, one third upon executing the MOU, one third upon the first draft submission of the evaluation to the CMP and with the final installment after the final document has been presented, reviewed, and approved.

Official requirements from the national Boys and Girl Club follows.

CRITERIA USED BY BOYS & GIRLS CLUBS OF AMERICA IN DETERMINING THE NEED FOR A BOYS & GIRLS CLUB

Having obtained data regarding the youth situation in the city being studied, the following criteria will be used to determine the need for a Boys & Girls Club.

Generally, a city, town, or neighborhood needs a Boys & Girls Club if one or more of the following socioeconomic conditions prevail:

If 5% or more of the youth population in the city, town, or neighborhood have been adjudged juvenile delinquents or an unusual or alarming number of youth have come to the attention of the law enforcement officials during the year

or

If 35% or more of the youth ages 6 to 18 in a city, town, or low economic neighborhood are unreached by the youth serving agencies of the community

or

If 25% or more of the unreached youth come from families with socioeconomic need. (A family of socioeconomic need is defined as one living below the poverty level.)

It is suggested that the following outline be duplicated, and copies made available to those who are involved in the survey. It will be helpful in gathering and recording data for determining the need for a Boys & Girls Club. Information must be documented. Conclusions and recommendations must be based on facts and clearly set forth in the report.

DATA COLLECTION FOR THE POPULATION

City: _____

Date: _____

Population of City:

1995: _____ 2005: _____ 2015: _____

Percent of population increase from 1980 to 1990: _____

Percent of population increase from 1990 to 2000: _____

Percent of population increase from 2000 to present: _____

Youth Population:

Number of youth 4 to 18 years of age: _____

School enrollment including public and private:

Grades K thru 5: _____

Grades 6 thru 8: _____

Grades 9 thru 12: _____

Total school enrollment: _____

Forecast of school population by the year 2020 _____

DATA COLLECTION FOR THE JUVENILE DELINQUENCY

City: _____

Date: _____

Official Cases:

Number of youth who appeared before the juvenile court and were adjudged juvenile delinquents during the last calendar year.

Number of youth committed to juvenile correctional institutions during the last calendar year.

Unofficial Cases:

Number of youth of juvenile court age apprehended by police during the last calendar year.

Number of youth handled by the probation officer without juvenile court action during the last calendar year .

Number of complaints and reports of incidents involving youth answered by the police during the last calendar year.

Other Items:

Ratio of boys to girls relative to juvenile delinquency during the last calendar year.

Areas in city having numerous and serious juvenile delinquency problems:

Observations on youth hangouts:

DATA COLLECTION FOR THE SOCIOECONOMIC FACTORS

City: _____

Date: _____

Education:

Percent of high school graduates: _____

Percent of college or university graduates: _____

Percent of school dropouts: _____

Housing:

Number of housing developments: _____

Public _____

Private _____

Number of renter occupied units: _____

Number of persons per household: _____

Employment:

Percent of females over 14 working:

Percent of all males over 14 working:

Percent of families below poverty level:

DATA COLLECTION FOR THE ORGANIZATIONS SERVING YOUTH

City: _____

Date: _____

LIST ALL ORGANIZATIONS IN COMMUNITY WHICH PROVIDE SERVICES TO YOUTH AGES 6-18.

Name of Organization	Address	# of dues paying members	# of youth on scholarship	Average Daily Attendance	# of hours per week available for youth	Average Activity Fee	Amount per year to Participate	Total Budget Spent on Youth Programs	Percent of Budget Allocated for Youth

DATA COLLECTION FOR UNITED WAY OR COMMUNITY CHEST

City: _____

Date: _____

Contact Name: _____

Agencies in United Way/Community Chest serving youth:

Allocation of all agencies which receive funds from the United Way or Community Chest annually:

Agency	Allocation	Agency	Allocation

CONCLUSIONS AND RECOMMENDATIONS

YOUTH SITUATIONS

What are Some of the Major Youth Problems in the Area?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

How do you Rate the severity of the Following Problems Among Youth in the Area? (H = High; M = Medium; L = Low)

H/M/L	Problems Among Youth	Primary Age Group Involved	Areas of City with Highest Incidence
	Alcohol Abuse		
	Drug Abuse		
	Adolescent Pregnancy		
	Youth Unemployment		
	Youth Crime		
	School Drop Out		

	Teen Suicide		
	Communicable Diseases		
	Child Abuse		
	Truancy		
	Gangs		
	Loitering		
	Other: _____		

What is the Priority Needs of the Youth in the area?

Funding Base

List your top ten employers.

	Name of Company/Business	Number of Employees
1.	_____	_____
2.	_____	_____
3.	_____	_____

4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List the Civic Clubs and/or Special Interest Groups which have demonstrated their support for youth programs.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

List the individuals in your community who have demonstrated their support for youth programs.

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

List the foundations in your community who have demonstrated their support for youth programs.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Funding Base Continued

Has your local school demonstrated its support for youth serving activities?

- Yes
- No

If yes, to what extent?

Has your police or sheriff's department demonstrated its support for youth serving activities?

- Yes
- No

If yes, to what extent?

Has your local city government demonstrated its support for youth serving activities?

- Yes
- No

If yes, to what extent?