

August 10, 2026

To Interested Consultants

Yadkin Valley Economic Development District, Inc. (YVEDDI), a private nonprofit Community Action Agency serving Davie, Stokes, Surry, and Yadkin Counties in northwestern North Carolina, is requesting proposals from qualified consultants to conduct a **Community Needs Assessment**. For more information about YVEDDI, visit www.yveddi.com.

Project Scope

The Community Needs Assessment should include:

- Demographic and socioeconomic data related to children and families, older adults, housing, transportation, domestic violence, health, employment, and poverty.
- County-level data, including poverty indicators by age, gender, and race/ethnicity.
- Input from low-income individuals and older adults through surveys and/or interviews.
- Feedback from community stakeholders, including faith-based organizations, public and private agencies, and educational institutions.
- Findings that identify the causes and conditions of poverty and prioritize community needs.
- The Community Needs Assessment must meet the content requirements of both the Community Services Block Grant (CSBG) Organizational Standards and the Head Start Performance Standards (HSPS) outlined in 45 CFR §1302.11.

YVEDDI Board members and staff will assist with survey distribution, data collection, meeting coordination, and other project logistics.

Proposal Requirements

Proposals should include:

- Company qualifications and experience.
- Evidence of Certified ROMA Trainer status or equivalent qualifications (preference given to Certified ROMA Trainers).
- Experience conducting Community Needs Assessments for Community Action Agencies or nonprofit organizations.
- Three references from similar projects completed within the past five years.
- Proposed methodology and work plan.
- Project timeline with key milestones.
- Detailed cost proposal, including all anticipated expenses.

YVEDDI...your local Community Action Agency serving Davie, Stokes, Surry, and Yadkin Counties

Head Start (*NC Pre-Kindergarten)
Resource Center

Community Services (CSBG)
Senior Services

Domestic Violence Program
Weatherization

Public Transportation

Evaluation Criteria

Criteria	Weight
Experience with Community Action Agencies, CSBG, Organizational Standards, and Strategic Planning	30%
Certified ROMA Trainer (or equivalent) and knowledge of ROMA and National Performance Indicators	30%
Methodology and Work Plan	20%
Project Timeline	10%
Cost	10%

Proposals will be evaluated on overall qualifications and value. The contract will not necessarily be awarded to the lowest-cost proposal.

RFP Schedule

Activity	Date
RFP Released	August 10, 2026
Proposal Deadline	September 4, 2026, 4:00 p.m.
Consultant Selected	September 16, 2026
Contract Begins	Immediately upon award
Project Completion	June 30, 2027

You can email your proposal to me at kpayne@yveddi.com or mail at PO Box 309, Boonville, NC 27011.

The Community Needs Assessment will provide the foundation for YVEDDI's Agency Strategic Plan. Because these projects are closely connected, YVEDDI may offer a separate contract in Fiscal Year 2028 to the selected consultant to facilitate the Strategic Planning process, subject to Board approval, and funding availability.

Thank you for your interest in this project. I look forward to seeing your proposal.

Sincerely,



Kathy Payne
Executive Director

cc: Planning & Evaluation Committee