



THE WENDELL SCOTT FOUNDATION, INC.

Elevating Youth Voice & Community Development

Request for Proposal (RFP): Youth Community Needs Assessment Consulting Services

Project Budget Focus: Fixed at \$25,000 (Proposals must reflect this absolute baseline)

1. Introduction and Organizational Background

The Wendell Scott Foundation, INC is issuing this Request for Proposal (RFP) to solicit proposals from qualified consultants or firms to conduct a youth-focused community needs assessment. The purpose of this assessment is to identify the needs, interests, barriers, and priorities of children and K-12 students in the community. Findings from this assessment will help inform future program planning, services, partnerships, and resource allocation.

The Wendell Scott Foundation, INC seeks a consultant with demonstrated experience in youth engagement, community-based research, and facilitation of inclusive public input processes. The selected consultant will work closely with the organization and community stakeholders to gather meaningful feedback from youth and the adults and institutions that support them.

2. Project Purpose and Objectives

The purpose of this project is to conduct a comprehensive assessment of the needs and wants of K-12 students related to programs and services in their community and neighborhoods. The assessment shall specifically examine how youth engage with, or would like to engage with, opportunities offered by neighborhood-based organizations, churches, recreation centers, schools, and other community spaces.

The objectives of this project are to:

- Gather direct input from K-12 students regarding desired programs, services, activities, and supports.
- Identify barriers to participation, including transportation, awareness, cost, scheduling, accessibility, safety, and other factors.
- Assess the role of community institutions such as schools, churches, recreation centers, and neighborhood organizations in meeting youth needs.
- Identify gaps in current offerings and opportunities for new or enhanced youth services.
- Provide actionable recommendations that The Wendell Scott Foundation, INC and its partners can use for strategic planning and program development.

3. Scope of Work

The selected consultant shall design and implement a youth-centered community needs assessment using a combination of qualitative and, if appropriate, quantitative methods. The consultant shall be responsible for planning, outreach, engagement, data collection, analysis, and final reporting.

At a minimum, the scope of work shall include the following:

- Develop a project work plan, stakeholder engagement strategy, and data collection approach.
- Coordinate with The Wendell Scott Foundation, INC to identify priority neighborhoods, community spaces, events, and institutions for outreach. **Primary focus must be placed within Danville City Zone 14 (Inner Northside) and Zone 15 (Outer Northside), specifically targeting White Rock, Crooktown, Keens Mill, Piney Forest, Beavers Mill Road, Woodside, Fairlawn Drive, Fruit Town, Camp Grove, and Purdum Woods.**
- Conduct outreach to youth-serving partners, including but not limited to schools, churches, recreation centers, neighborhood organizations, and other community-based sites.
- Engage K-12 students directly through in-person interviews, listening sessions, focus groups, intercept conversations, or similar age-appropriate engagement methods.
- Visit identified community spaces and events during the project period to observe participation patterns, interview students and youth where appropriate, and gather feedback in settings where youth naturally gather.
- Connect with schools, as possible and appropriate, to maximize opportunities to receive feedback from K-12 students.
- Analyze findings and identify key themes, service gaps, community assets, and opportunities for program development.
- Prepare a final report and presentation with recommendations for future programs and services.

4. Required Community Engagement Activities

- A minimum of three in-person community input meetings held at accessible locations in the community.
- Site visits to identified neighborhood spaces, churches, recreation centers, schools where possible, and community events to gather feedback from youth and community stakeholders.
- Direct engagement with students and K-12 students through interviews, listening sessions, focus groups, pop-up engagement, or similar methods.
- Coordination with community partners to reach youth from diverse neighborhoods, backgrounds, and lived experiences.

- Efforts to ensure participation from youth who may not already be engaged in existing programs or services.

5. Deliverables

- Project kickoff meeting with The Wendell Scott Foundation, INC and a finalized work plan.
- Community engagement plan, including proposed locations, outreach methods, and engagement tools.
- Progress update(s) during the three-month project period.
- Documentation of engagement activities conducted, including the number and type of meetings, site visits, and outreach efforts.
- A draft final report summarizing methods, key findings, themes, and preliminary recommendations.
- A final report that includes: Executive summary, project methodology, summary of youth and stakeholder feedback, identified needs, wants, barriers, opportunities, an inventory/discussion of community spaces and institutions consulted, and recommendations for programs, services, partnerships, and next steps.
- A final presentation of findings to The Wendell Scott Foundation, INC leadership, board members, and/or community stakeholders, as requested.

6. Project Timeline

The anticipated contract term for this project is three months from notice to proceed through final completion. Proposers should include a detailed timeline consistent with this expectation.

Anticipated start of August 1, 2026, with final document and findings presented by October 31, 2026.

Project Phase	Estimated Timeframe
Project kickoff, planning, stakeholder coordination, and outreach preparation	Weeks 1-2
Community engagement, in-person meetings, site visits, youth interviews, and data collection	Weeks 3-8
Data analysis, synthesis of findings, and draft report preparation	Weeks 9-10
Review of draft report, final revisions, and presentation of final findings	Weeks 11-12

The Wendell Scott Foundation, INC reserves the right to refine the final schedule in consultation with the selected consultant.

7. Consultant Qualifications

- Experience conducting community needs assessments, program studies, or applied research projects.
- Experience engaging children, youth, families, and community stakeholders in culturally responsive and age-appropriate ways.
- Experience working with nonprofit organizations, schools, community-based organizations, churches, recreation agencies, or youth-serving institutions.
- Strong facilitation, interview, and report-writing skills.
- Ability to complete the project within a three-month timeline.
- Knowledge of best practices in community engagement and ethical data collection involving minors.

8. Proposal Submission Requirements

- Cover letter summarizing interest in the project and understanding of the work.
- Consultant or firm profile, including relevant background and qualifications.
- Description of proposed approach and methodology, including how youth engagement and community outreach will be conducted.
- Proposed work plan and timeline for completing the project within three months.
- Specifically outline and identify how the project will reach elementary, middle, and high school students through a variety of methods and surveys that are age-appropriate.
- Description of previous similar projects and at least three references.
- Identification of project staff and their roles.
- Proposed budget, including a breakdown of fees, expenses, and any optional costs.
- Sample work product, if available, such as a similar assessment report or executive summary.

Proposals should be submitted no later than Friday, July 31, 2026, at 5:00 PM EST to:

Chinique Scott, Executive Director
The Wendell Scott Foundation, INC.
Email: chinique@wendellscott.org
Phone: 434-533-0097

9. Evaluation Criteria

- Understanding of the project and responsiveness to the RFP.
- Quality and feasibility of the proposed methodology.
- Understanding of the City of Danville and its residents; preference will be given to proposals in which the firm/consultant is located in or near the City of Danville.
- Strength of youth engagement and community outreach plan.
- Relevant qualifications and experience of the consultant or firm.
- Ability to complete the work within the required timeline.
- Cost and overall value.
- Quality of references and prior work samples.

10. Terms, Conditions, and Reservation of Rights

The Wendell Scott Foundation, INC reserves the right to reject any or all proposals, waive informalities or irregularities in the proposal process, request additional information from respondents, and negotiate with one or more consultants prior to award.

Payment will be distributed 50% upon contract award and the remaining 50% upon completion of the contract.

Questions regarding this RFP may be submitted to Chinique Scott at chinique@wendellscott.org by July 17, 2026.

We welcome proposals from qualified consultants and firms that can help elevate youth voice and provide actionable insight into the programs and services most needed by children and youth in the community.

RFP Clarifications

1. Is there a target number of stakeholders (youth, parents, educators) we are expected to engage?

Answer: We have not set a rigid target number. Please propose an engagement methodology, sample size, and participation targets that ensure meaningful, representative feedback from the target neighborhoods within the fixed \$25,000 budget.

2. Has the Foundation established relationships with local schools and youth partners, or is the consultant entirely responsible for outreach and permissions?

Answer: The Foundation has deeply established relationships with local schools, neighborhood churches, and youth partners throughout Danville. While the selected consultant will design the outreach strategy and lead execution, we will actively provide warm introductions and assist in navigating permissions to streamline your access.

3. Will previous community assessments, youth surveys, or demographic data be made available to the selected consultant?

Answer: We can share our internal program data, history, and insights during the kickoff phase. However, this specific, comprehensive youth assessment across Zones 14 and 15 is a new standalone initiative.

4. Will the Foundation provide any in-kind support (meeting spaces, printing, outreach assistance), or should all expenses be included in the \$25,000 budget?

Answer: The Foundation will provide reasonable in-kind support, including access to local facility spaces for meetings, coordination assistance for community partner sites, and promotional support through our networks. Bidders should still account for their core operational expenses (travel, materials, software) within the fixed \$25,000 budget, but you may factor our local physical spaces and network assistance into your field plan.

5. Are there other primary audiences or anticipated uses for the final report beyond future program planning and resource allocation?

Answer: The primary audiences are the leadership of The Wendell Scott Foundation, Inc., and the Northside Community Council. The final report will also be used to support future

grant applications, report back to community stakeholders, and guide collaborative regional development strategies with local municipal and educational partners.