



MEO Annual Report

Request for Proposal (RFP)

A. Statement of Purpose

MEO is seeking a consultant to independently produce an Annual Report covering agency activities and outcomes for the fiscal year Oct 1, 2016 to September 30, 2017. Interested consultants must submit proposals not later than **Friday, July 6, 2018**.

B. Background Information

Maui Economic Opportunity, Inc. (MEO) is a private nonprofit Community Action Agency (CAA) established in 1965 under the Economic Opportunity Act of 1964. MEO is part of a national anti-poverty community action network of more than 1,000 agencies. In the fiscal year ending 2017, MEO served more than 14,000 individuals and 4,000 families.

MEO's mission is to strengthen the community while helping people in need restore their hope, reach their potential and enrich their lives. MEO serves low-income individuals, disabled, seniors, children, youth and their families through five (5) departments. MEO Community Services provides a range of assistance from employment and training programs, energy and rental assistance, reintegration, acculturation and translation services for the Hispanic/Latino community, legal services and more. Early Childhood Services provides toddler care, Head Start Preschool program and family strengthening. Youth Services provides services for youth eleven (11) to eighteen (18) to participate in prevention related programs and activities and AmeriCorps offers volunteer opportunities for individuals eighteen (18) and older to perform public service works with a goal of "helping others and meeting critical needs in the community". MEO's AmeriCorps program focuses on the environment. Transportation Services provides rides to low-income individuals, disabled, seniors and youth, allowing them to be independent and remove barriers to improve their quality of life. MEO Business Development Center provides business classes, technical support and start up microloans to individuals with poor, little or no credit with a focus on women and minority owned businesses. MEO's geographic service area includes the islands of Maui, Molokai and Lanai. MEO administers an average of forty (40) grants per year.

C. Objectives and Deliverables

Objectives:

1. Produce and publish a quality annual report covering agency activity from Oct 1, 2016 to Sept 30, 2017.
2. Capture MEO's accomplishments and impact in a visually pleasing and informative manner.

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.



Summary of Deliverables:

All deliverables are due prior to final payment.

1. Submit production ready report with graphics in a digital and hardcopy format.

Timeline:

- Proposals due to CEO Debbie Cabebe no later than 12 noon on Friday July 6, 2018.
- Proposals may be emailed or submitted via US mail, however all proposals must be received by MEO on or before the deadline.
- Vendor award notification no later than Friday, July 13, 2018.
- First draft of report due to MEO no later than Friday, August 10, 2018.
- Final “production ready” report due to MEO no later than Friday, August 24, 2018.

D. Contractual Terms and Conditions

- Contractor shall have sole authority and responsibility to control and direct the performance, scheduling, and details of the work and services required to meet the objectives and deliverables under the contract, including whether to and on what terms to hire employees, agents or subordinates; and to conduct its services so as to best achieve the objectives of this contract.
- MEO shall have a general right to determine whether, in its sole opinion, the services are being performed by contractor in accordance with the provisions of the contract and to enforce contractor's obligations under this Agreement.
- MEO will not control, direct, or otherwise supervise Contractor's assistants or employees in the performance of those services.
- Contractor shall comply with all applicable laws and regulations.
- The contract shall not establish a relationship of employer and employee, general and subcontractor, partnership or joint venture as between MEO and contractor but rather that contractor shall occupy the status of independent contractor with respect to MEO.
- The contractor shall be responsible for
 - complying with and bearing full responsibility and liability for all requirements imposed by federal and state laws regulating employers including but not limited to federal and state wage-hour laws, state unemployment insurance contributions, workers' compensation coverage and insurance, temporary disability insurance, prepaid health care coverage, and all federal and state safety, labor relations and equal employment opportunity laws
 - timely reporting and paying all federal and state taxes, if any, related to payments received by contractor pursuant to this contract or to wages paid by contractor to its/his employees, if any, including but not limited to

Federal or State Self-Employment Taxes, the Federal Insurance Contributions Act, the Social Security Act, the Federal Unemployment Tax Act and all income tax withholding laws.

- furnishing his/her own supplies and materials and may hire such employees or agents as contractor chooses; provided, however, all persons hired or used by contractor shall be contractor's employees and agents alone
- the payment for, accuracy, completeness, and adequacy of any and all work and services performed by contractor's employees and agents
- devoting whatever time he/she desires to accomplish the results and objectives as specified in this RFP.

It is understood contractor will continue to perform other services for his/her clients and customers.

E. Contract Period and Compensation

- This contract period is from July 16, 2018 to August 30, 2018.
- Contractor may bill 25% of the contact total on July 16, 2018. Contractor may bill 25% of the remaining balance on August 10, 2018. The remaining balance (final payment) may be billed on August 30, 2018. Final payment is subject to meeting all of the terms and conditions of the contract.

F. Insurance

- Contractor agrees to maintain a policy of comprehensive general and professional liability insurance.
- Contractor further agrees to indemnify, defend and hold MEO free and harmless from any and all claims arising from, during or in connection with the performance of contractor's services and obligations under this contract, including but not limited to any negligent act or omission.

G. How to Submit a Proposal

Proposals shall include the following:

1. A technical approach, which includes a timeline and describes how you will carry out the tasks outlined in this RFP.
2. A summary of your recent and relevant projects.
3. A firm quote of the total cost of the project inclusive of expenses that would be incurred.
4. Names, phone numbers, and email addresses of individuals and at least one nonprofit organization who have been your clients during the last eighteen months and whom we can contact as references.

RFPs must be delivered to or received in the MEO CEO's office no later than July 6, 2018 at 12:00p.m. Electronic submissions are welcome. Late submissions will not be accepted.

Submit proposal to:

Debbie Cabebe, SPHR

Chief Executive Officer

Maui Economic Opportunity, Inc.

99 Mahalani Street

Wailuku, HI 96793

Email: debbie.cabebe@meoinc.org