



MountainHeart Community Services, Inc.

Request for Proposal ~ Community Needs Assessment (CNA) Services 2026

RFP Identifier: MHCS-CNA-2026

MountainHeart Community Services, Inc. (MHCS), a private, non-profit 501(c)(3) Community Action Agency, is seeking proposals from qualified individuals or firms to conduct a comprehensive Community Needs Assessment (CNA). The CNA will meet West Virginia Community Services Block Grant (CSBG) requirements and support ROMA-driven planning and service delivery.

Service Area

The Community Needs Assessment will focus on MHCS's CSBG-designated service area, including Fayette County and Wyoming County, West Virginia.

Purpose of the Community Needs Assessment

The CNA will identify needs, strengths, gaps, and emerging priorities of low-income individuals, families, and communities. Findings will support compliance with the West Virginia CSBG State Plan, ROMA National Goals, and National Performance Standards.

Assessment Format

The Community Needs Assessment may include a combination of in-person and virtual engagement methods. Virtual meetings may be conducted using platforms such as Zoom or Microsoft Teams, as appropriate.

Scope of Services

The successful vendor will provide the following services:

- Develop a CNA methodology aligned with WV CSBG State Plan requirements
- Design surveys, focus groups, and interview tools
- Collect quantitative and qualitative data
- Review secondary data (Census, labor, housing, health, education)
- Engage community partners and individuals with lived experience
- Analyze findings and identify priority needs
- Prepare CNA report and executive summary
- Present findings to MHCS staff and Board of Directors

Service	Specifics
Planning & Design	CNA plan, tools, and timeline
Data Collection	Surveys, focus groups, interviews
Analysis	Needs, gaps, strengths, trends
Reporting	Written CNA and executive summary
Presentation	Board and staff presentation

Proposed CNA Schedule

CNA data collection and engagement activities are anticipated to occur on the following dates:

- Community Stakeholder Sessions: March 18-19, 2026
- Client Focus Groups: March 25-26, 2026
- Survey Distribution Period: March 1-31, 2026
- Draft CNA Report Submitted: May 20, 2026
- Final CNA Report and Presentation: June 10, 2026

Community Needs Assessment Timeline

January 12, 2026 – RFP released

February 6, 2026 – RFP submission deadline

February 13, 2026 – Vendor selection and notification

March-April 2026 – Data collection and analysis
June 2026 – Final CNA report and presentation

Proposal Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Relevant CNA and CSBG experience – 30 points
- Proposed methodology and approach – 30 points
- Knowledge of WV CSBG and ROMA – 20 points
- Cost and value – 10 points
- References – 10 points

Proposal Submission Requirements

Proposals must not exceed five (5) pages and include:

- Contact information
- Relevant experience
- Methodology and timeline
- Cost proposal with breakdown
- Two professional references
- W-9 (upon selection)

Submission Instructions

Proposals must be submitted via email by 4:30 PM on April 5, 2026, to: skrall@mthtwv.org.
Late submissions will not be considered. Questions must be submitted via email only.

Profile: MountainHeart Community Services, Inc.

MountainHeart Community Services, Inc. is a Community Action Agency serving southern West Virginia. MHCS works in partnership with individuals, families, and communities to provide resources for a better life.

Thank you for your interest in this Request for Proposals.