



JOHN BONER  
NEIGHBORHOOD  
CENTERS

REQUEST FOR PROPOSAL (RFP)  
IndyEast Promise Neighborhoods Initiative

THE JOHN H. BONER NEIGHBORHOOD CENTERS

2236 e. 10<sup>TH</sup> Street  
Indianapolis, IN 46201

September 20, 2022

## I. General

- a. Project Objective: To procure Promise Neighborhood Language Translation Services for Marketing Materials for the John Boner Neighborhood Centers in support of the implementation of the IndyEast Promise Neighborhood Initiative. The selected service provider will support the project execution team and the IndyEast Consortium in the implementation of the Promise Neighborhood grant provided by the U.S. Department of Education.
- b. Issuing organization: John Boner Neighborhood Centers
- c. RFP Issued: September 20, 2022
- d. Due Date for Proposals: October 4, 2022

## II. Background Information

The John Boner Neighborhood Centers was awarded the Promise Neighborhoods grant with its IndyEast Initiative. Promise Neighborhoods is a federal discretionary grant program administered by the U.S. Department of Education and is designed to significantly improve the academic and developmental outcomes of children living in the most distressed communities of the United States. The vision of the program is that all children and youth in targeted neighborhoods have access to great schools and strong systems of family and community support that will prepare them to attain an excellent education and successfully transition to college and a career. For more information about the Promise Neighborhoods program, please visit their website [here](#).

The IndyEast Promise Neighborhood Initiative (IEPNI) has defined geography that is spread across two neighborhoods east of downtown Indianapolis: the Near Eastside and Martindale-Brightwood. The IEPNI team has developed a complete pipeline of solutions that incorporates the vision of the Promise Neighborhood grant to address the gaps in our community. As a not-for-profit organization with 50 years of community planning and development experience, we provide an array of community and human development support via diverse funding streams and in partnership with multiple sectors and organizations. To learn more about our transformative work, click [here](#) to navigate through our website

The IEPN team worked to develop a complete pipeline of solutions that will address the gaps identified during the planning process. These solutions have been segmented into the following domains:

- Learn Early: Birth through Kindergarten

- Learn In School: First Grade through Graduation
- Learn for College & Career: After Graduation through Career
- Learn in Community: Wrap-Around Supports for families

Each of the above domains provides robust solutions for the appropriate age group and provides extensive transition support as a child moves from one category to the next. In this way, the pipeline exists without time or resource gaps and ensures that resources are available to meet families where they are and address their specific needs.

Addressing the significant challenges our neighbors face daily will require a holistic, integrated, and coordinated strategy to leverage effort and investment. This strategy must be a radical departure from the piecemeal efforts that have characterized the interventions made in this neighborhood until recent years and will require an unprecedented alignment between systems of service providers, educational institutions, community funders, governmental agencies, neighborhood residents, and others. As such, resources to support this coordination and alignment will need to be built, including a common data system and data sharing measures, increasing the capacity of multiple partners to scale services, manage partnerships, achieve results, and affect policy change supportive of necessary reforms. While there are many resources in the IEPN for pursuing this effort, the IEPNI integrated approach fills a defined gap in the community for increased coordination, results-based accountability, and evaluation focused on results.

In this way, IEPNI will comprehensively address the gaps in the neighborhood and empower students and families in the process. More information can be found at:

<https://jbncenters.org/indyeast-achievement-zone/>

<http://mbcdc.org/education-zone/>

<https://ednamartincc.org/education-2/>

***Contracts awarded under Promise Neighborhoods will only occur when funding becomes available to John Boner Neighborhood Centers from the Department of Education***

### III. Scope of Work

John Boner Neighborhood Centers is inviting prospective service providers to submit a proposal to provide Language Translation Services for the IndyEast Promise Neighborhoods Grant.

IEPN and the JBNC request language translation services to improve educational outcomes for all children, it is critically important that we build community and engage all neighbors. All voices are welcome, encouraged, and essential. The diversity within our community has continued to grow, and our community agencies have not kept pace with the cultural and language changes in the community.

We seek translation services to meet neighbors where they are and create a space for our non-English-speaking neighbors. The center seeks organizational support that allows non-English-speaking neighbors to participate fully and simultaneously in community events and the decision-making process.

**Translation services are desired in the form of marketing materials, branding taglines, forms, and program materials. We require in-person translation services during community events, domain planning sessions, and community advisory board meetings.**

**Additionally, in-person translation services supporting the Near East side schools, and KIPP schools in the Martindale Brightwood Community.**

**We anticipate 175 pieces of printed materials with around 1000 words per page printed. An estimate of 45 in-person gatherings at 3 hours per session.**

- IV. Structure of Response
  - 1. Summary of Services
  - 2. Company Profile
  - 3. Similar Experience & Client References
  - 4. Understanding of requirements / Scope of work
  - 5. Implementation Approach/ Deliverables/ Training Details
  - 6. Schedule Availability
  - 7. Project Management Approach
  - 8. Pricing Details

V. Schedule Of Events

<b>Events</b>	<b>Date</b>
<b>RFP Announcement</b>	September 20, 2022
<b>Deadline to Submit Questions</b>	September 26, 2022

<b>Responses Questions Due to Vendors</b>	September 28th
<b>Proposal Due Date</b>	October 4th
<b>Review of and Selection of Finalists</b>	October 5-10th
<b>Contract Award</b>	October 12th

VI. Evaluation Criteria/ Selection Process

John Boner Neighborhood Centers Promise Neighborhood will review all proposals. In evaluating proposals, the cost will not be the sole factor. We will consider any factors it deems necessary and proper, including but not limited to price, quality of service, response to this request, experience, staffing, availability, knowledge of the organization, and general reputation. JBNC reserves the right to make the sole decision in awarding a proposal.

- a. *Overall proposal suitability*: the proposed plan must meet the scope and needs included herein and be presented in a clear and organized manner.
- b. *Organizational Experience*: Bidders will be evaluated on their experience as it pertains to the scope of this project
- c. *Previous Work*: Bidders will be evaluated on examples of their work in language translation services as well as client references.
- d. *Value and cost*: Bidders will be evaluated on the cost of their plan implementation based on the work to be performed per the scope of this project.

All correspondence, including proposals, must be submitted to:

John Boner Neighborhood Centers  
 Attn: Allyson Cannon  
 2236 E 10<sup>th</sup>. Street  
 Indianapolis, IN 46201  
 317-808-2350  
[Indyeastbids@jbncenters.org](mailto:Indyeastbids@jbncenters.org)  
 CC: [acannon@jbncenters.org](mailto:acannon@jbncenters.org)

VII. Budget Guidelines

- a. 100 % of the total costs of the project are funded by the Federal Grant award.
- b. An estimated cost of \$45,000 of Federal funds allocated to the services. \*

VIII. Awarding Contract

**The awarded recipient of this RFP shall be categorized as an independent contractor of JBNC recipient of the federal grant. All independent contractors shall be required to submit reporting requirements under federal guidelines.**

**Please note if awarded contract as a subrecipient shall require additional financial reporting under Federal regulation 2 CFR 170.320.**

\* Budget is only an estimated allocation of funds towards the program.