

Request for Proposals

Statewide Community Needs Assessment

Issued By:

The Ohio Statewide Independent Living Council

670 Morrison Road, Suite 200

Gahanna, Ohio 43230

www.ohiosilc.org

Issue Date: 1/23/2026

Proposal Due: 2/18/2026 at 5:00 PM

Contact for Question:

Jeremy Morris

Executive Director

jmorris@ohiosilc.org

614-800-0123

1. Introduction and Background

The Ohio Statewide Independent Living Council (OSILC) is seeking proposals from qualified consultants to conduct a comprehensive statewide needs assessment to inform the planning, development, and direction of the 2028-2030 State Plan for Independent Living (SPIL). The SPIL provides a strategic direction for the work of the Independent Living Network in Ohio consisting of the OSILC and the 12 Centers for Independent Living.

The OSILC is a disability-led advocacy and planning organization promoting the independence, inclusion, and empowerment of individuals with disabilities in Ohio.

We are seeking a data-driven assessment to inform our future work and priorities that center stakeholders input with focused areas of possible impact.

2. Purpose of the Needs Assessment

The overall purpose of the assessment is to:

- Identify current and emerging needs of the disability community in Ohio.
- Assess gaps in service, resources, or capacity.
- Analyze barriers and unmet needs.
- Gather stakeholder and community perspectives, especially those with lived disability experience.
- Provide data-informed recommendations to guide future planning and decision making.

3. Scope of Work

The selected contractor will be responsible for completing the following tasks.

Proposers may recommend refinements or enhancements to the scope.

- a. Project Planning and Design
 - i. Develop a detailed work plan and timeline.
 - ii. Identify data collections methods.
 - iii. Ensure accessibility in engagement strategies.
 - iv. Coordination with the OSILC staff.
- b. Data Collection
 - i. The needs assessment is expected to include a mix of quantitative and qualitative methods, such as:
 - 1. Surveys
 - 2. Focus Groups and Listening Sessions
 - 3. Key partner interviews
 - 4. Review of existing data, reports, and demographic information
- c. Stakeholder Engagement
 - i. Engagement is expected to include a range of stakeholders including:
 - 1. The Centers for Independent Living
 - 2. Consumers of Independent Living Services
 - 3. Individuals with disabilities
 - 4. Policymakers, community leaders, and partners.

- ii. Ensuring meaningful participation of individuals with a broad range of disabilities.
- d. Analysis and Findings
 - i. Analysis of collected data to identify trends, gaps, and priorities.
 - ii. Data breakdowns by regions for CILs use in their strategic planning.
- e. Reporting and Recommendations
 - i. Preparation of a written needs assessment report of findings.
 - ii. Provide clear and actionable recommendations.
 - iii. Include an executive summary for public distribution.
 - iv. Presentation of findings to the OSILC and CILs.

4. Deliverables

- a. At a minimum the proposal should include the following deliverables with anticipated timelines.
 - i. Finalized workplan.
 - ii. Data collection instruments.
 - iii. Summary of stakeholder engagement activities.
 - iv. Draft report.
 - v. Final report in accessible format.
 - vi. Presentation of findings.

5. Project Timeline

- a. The project would be anticipated from March 15, 2026 – July 31, 2026.

6. Budget

- a. Proposals should include a budget that identifies:
 - i. Total project cost.
 - ii. Any anticipated expenses.
 - iii. Optional project enhancements.
 - iv. Hourly rates, fixed pricing, or deliverable-based payments.
- b. The total budget for this project shall not exceed \$30,000.

7. Proposer Qualifications

- a. Proposals should demonstrate:
 - i. Existing experience in conducting similar needs assessments.

- ii. Relevant subject-matter expertise.
- iii. Experience in stakeholder engagement.
- iv. Experience in working with the disability community.
- v. Commitment to ensuring accessibility in practices.
- vi. Ability to meet timelines and deliver high-quality work.

8. Proposal Submission Requirement

- a. Proposals should include:
 - i. Cover Letter
 - ii. Organizational background and qualifications
 - iii. Proposed approach and methodology
 - iv. Work plan and timeline
 - v. Project team and roles
 - vi. Budget and budget narrative
 - vii. Examples of similar work or references
- b. Proposals must be submitted electronically to jmorris@ohiosilc.org

9. Evaluation Criteria

- a. Proposals will be evaluated based on:
 - i. Background and qualifications (5 points)
 - ii. Community engagement (15 points)
 - iii. Work plan details (50 points)
 - iv. Accessibility practices (15 points)
 - v. Budget reasonableness and value (15 points)

10. Conditions and Rights Reserved

- a. The OSILC reserves the right to:
 - i. Reject and or all proposals
 - ii. Request additional information or clarification
 - iii. Negotiate scope of budget with selected proposer
 - iv. Cancel or modify this RFP at any time

11. Questions and Clarifications

- a. Questions regarding this RFP must be submitted in writing to the contact listed above by: 2/6/2026