

PUBLIC NOTICE
REQUEST FOR PROPOSALS (RFP)
COMMUNITY NEEDS ASSESSMENT – PIKE & MONROE COUNTIES

Notice is hereby given that **Pike County and Monroe County** are accepting sealed proposals for the completion of a **Community Needs Assessment (CNA)** to evaluate the needs of low-income individuals and families in both counties. This CNA will support the Monroe County Community Action Agency's compliance with federal Community Services Block Grant (CSBG) requirements.

RFP Release Date: June 27, 2025

Proposal Submission Deadline: August 11, 2025, no later than 12:00 PM EST

Point of Contact:

Robert Ruiz, MBA

Executive Director, Pike County Human Services

109 Bennett Avenue, Milford, PA 18337

Phone: (570) 296-3434

Email: rruiz@pikepa.org

The full RFP outlines the project scope, requirements, timeline, and evaluation process. The assessment must be completed and submitted by **April 30, 2026**, and will include both quantitative and qualitative data, with findings and recommendations to guide future planning and funding decisions for CSBG-funded programs.

Interested parties must submit electronic proposals in PDF format via email to rruiz@pikepa.org with the subject line "CNA RFP." Proposals received after the deadline will not be considered.

To receive a full copy of the RFP or for technical assistance, please contact Robert Ruiz at the information above. Questions must be submitted no later than **July 15, 2025**.

Pike County and Monroe County reserve the right to reject any or all proposals and to award the contract in the best interest of the counties. Minority-Owned, Women-Owned, and Veteran-Owned Businesses are encouraged to apply.

By Order of

Monroe & Pike County Commissioners

Robert J. Gress, Chief Clerk/Administrator on
Behalf of Monroe & Pike County Commissioners
Publish: June 27, 2025, and July 2, 2025