



Request for Proposals

Community Engagement Qualitative Data Project

Requesting Organization:

Jackson Collaborative Network
100 East Michigan Avenue, 5th Floor
Jackson, MI 49201

I. Requesting Entity

Jackson Collaborative Network

The Jackson Collaborative Network is a [collective impact network](#) dedicated to fostering a safe, healthy thriving Jackson County community. The Collective Impact Forum defines a collective impact network as a “network of community members, organizations, and institutions who advance equity by learning together and aligning and integrating their actions to achieve population and systems level change.”

The Network unites more than 500 organizations and individuals committed to addressing systemic inequities and improving community outcomes. It brings partners together around shared priorities and provides valuable supports to assist them in their pursuit of systems change efforts that contribute to improved outcomes for people in Jackson County. These supports assist members to identify disparities that are present, determine root causes, and design and implement powerful strategies that result in improved outcomes for residents. Network services are focused on building the capacity of members to engage in and lead systems change within their own organizations and collectively within the community.

Values

The Network and its partners operate with a commitment to the following core values:

Equity: We Are Just

- We pursue and promote equity in all our work.
- We seek to understand who is most disadvantaged by current systems and why.
- We actively foster diversity and inclusion within all Network groups.

Antiracism: We are Antiracist

- Achieving equity, especially racial equity, requires an antiracist approach.
- We oppose racism by advocating for systemic change.
- We challenge dominant culture norms within our organizations, the Network, and the community.

Authentic Engagement: We are Engaged

- We authentically engage diverse perspectives in all our work.
- We create meaningful, inclusive opportunities for community participation.
- We remove barriers to engagement, ensuring all residents have opportunities to have a voice in Network efforts.

Continuous Learning: We are Learning

- We embrace the emergent nature of systems change by using data, testing strategies before moving to full implementation, and adapting methods, processes and strategies to ensure alignment with the needs of the Jackson community.
- We embed a culture of continuous reflection and improvement to enhance the effectiveness and efficiency of implementation.

Network Infrastructure & Support

A 25-member Council of organizational partners and community members serves as the governance body for the Network, while a small team of staff provides leadership and backbone support to sustain collective impact efforts.

The Network is collaboratively funded through partner contributions and grants. Henry Ford Jackson Hospital serves as the primary fiduciary and employing entity for the Network, while the Jackson Community Foundation manages some partner revenue and sponsorships.

By bringing partners together around shared priorities, the Jackson Collaborative Network strengthens collective action and helps drive sustainable, equitable change in Jackson County.

More information about the Network can be found at:

<https://www.jacksoncollaborativenetwork.org/>.

II. Values Alignment – Core Competencies & Characteristics

The following core competencies and characteristics are required for all Network staff and contractors because they help demonstrate alignment with the Network’s shared values.

- Ability to work effectively with diverse groups of people
- Strong ability to learn and adapt and a desire to do so
- Strong commitment to learning and understanding the unique lived experiences of others (including but not limited to racism, poverty, white privilege) and a desire to be empathetic with people
- Ability to understand and acknowledge where you currently have, or have benefitted from, privilege (i.e.: white privilege, financial privilege, etc.)
- Ability to effectively engage in complex and/or difficult conversations in individual and group settings
- Approach all aspects of work with a spirit of curiosity and desire to learn and grow

III. Project Background

The Jackson Collaborative Network and its partners conducts the Collaborative Community Assessment (CCA) project every 3 years to better understand community conditions and resident experience specific to the social determinants of health. Social determinants of health are the community conditions in which people live, work, and play that have a profound influence on a person’s health. The CCA has three main ways that data is collected and utilized including:

- An online community survey to gather data directly from Jackson County residents (Completed)

- Comparison data gathered from a variety of trusted secondary data sources such as U.S. Census, Annie E. Casey Kids Count, MiPHY, Michigan Vital Statistics, among many others. (Completed)
- Qualitative data gathered from Jackson County residents (Current phase)

Within this phase of the CCA project it is focused on gathering qualitative data from community members with lived and living experience to help us better understand where issues, barriers, and disparities are present and begin to understand some of the contributing factors. This phase of the project will focus on:

- Community engagement methods such as (but not limited to) listening sessions, systems scans, and interviews with diverse groups of community members with lived and living experience with specific issues, barriers, and disparities.
- Authentically engaging with community members with lived/living experience around disparities present help us better understand what is contributing to these outcomes and what they feel needs to happen to address them.

The qualitative data gathered will be utilized within the CCA report and supporting materials along with being an integral part of the action planning process that will begin in early 2026.

IV. Definitions

The following terms are used throughout this request for proposal. Definitions of these key terms are adapted from definitions provided by [Race Forward](#) and/or the [Annie E. Casey Foundation](#).

- ✓ **Diversity** is a quantitative measure of representation.
 - Racial and LGBTQIA+ diversity refers to having a variety of racial identities, gender identities, sexual orientations, and other characteristics present. While diversity is necessary, it is not sufficient for true inclusion, equity, and justice.
- ✓ **Equity** is the action of giving individuals or groups what they need to thrive. Equity-focused actions meet people where they are with differentiated strategies that address specific needs and produce just outcomes.
 - Racial and LGBTQIA+ equity is a process of eliminating disparities by intentionally and continually changing policies, practices, systems, and structures, prioritizing measurable improvements in the lives of people of color and LGBTQIA+ individuals.
- ✓ **Inclusion** is a qualitative measure of representation and participation. Inclusion ensures authentic representation, empowered participation, true belonging, and power-sharing among people of all races, gender identities, and sexual orientations.
- ✓ **Racial and LGBTQIA+ Justice** is the systemic fair treatment of people across all racial identities, gender identities, and sexual orientations, ensuring equitable opportunities and outcomes for everyone. Justice requires a measurable and continuous commitment to dismantling barriers so that all individuals can reach

their full potential, regardless of race, ethnicity, gender identity, sexual orientation, or community.

- ✓ **Qualitative Data** is data representing information and concepts that are not represented by numbers. Often gathered from interviews, focus groups, personal accounts, etc.
- ✓ **Quantitative Data** is data represented numerically, including anything that can be counted, measured, or given in a numerical value.
- ✓ **Lived Experience** is a direct or first-hand involvement with the issues or barriers. This can include any personal knowledge and understanding gained from their experiences.
- ✓ **Living Experience** is the current, ongoing, and real-time experience and interactions with the issues or barriers.

V. Project Details

The Collaborative Network seeks a contractor to design and implement a variety of engagement methods to gather qualitative data from diverse groups of community members with lived/living experience with identified disparities: *Housing Stability and Affordability, Neighborhood and Community Safety, Transportation, Basic Needs/Cost of Living, and Social/Emotional Support*.

Engagement methods may include but are not limited to focus groups, listening sessions, one on one interviews, and system scans. Engagement methods must demonstrate alignment with Network Core Values and Guiding Principles.

The following should be considered as part of the design process:

- Engagement with at least 60 community members – ensuring diversity in perspectives, experiences, gender, race, socioeconomic status, etc. – with at least 50% residing in Jackson County outside the City of Jackson, with intentional outreach to ensure representation from multiple towns/villages, not concentrated in a single area.
- Contractor is responsible for identifying and recruitment of community members with lived/living experience.
- Contractor is responsible for cost of any supplies, materials, and any other expenses related to engagement methods. The cost of which should be considered during the development of proposal.
- It is recommended that food, stipends, and accessibility needs (transportation, childcare, interpreters, etc.) are considered for participants. The cost of which should be considered during the development of proposal.

At close of project, contractor is to provide raw and themed data in a final report including:

- Summary description of project activities and findings

- Summary of participant demographic information (city/township of residence or current city/township of where they are staying, gender identity, race/ethnicity)
- Raw and themed data must be provided in an agreed upon template using Microsoft Excel or Google Sheets. Other methods can be accepted if agreed upon by consultant and Jackson Collaborative Network.

Project Timeline: August 2025 – September 2025

Total Contract Amount: \$15,000

VI. Application Process

The application process consists of two main parts: electronic submission of a project proposal and one or more interviews (by invitation) conducted by an adhoc review team convened by the Network Council.

Questions about the scope of the project and/or any part of the application process?

Potential applicants may submit questions electronically through this electronic form: https://www.surveymonkey.com/r/CommunityEngagementQualitativeDataContractor_FAQSubmission. All questions submitted by July 8th will be compiled in a Frequently Asked Questions document that will be available on the Network website.

a. Proposal

Individuals and/or organizations interested in being considered will need to submit a brief proposal by 5:00 PM July 11th using this electronic form:

<https://www.surveymonkey.com/r/CommunityEngagementQualDataContractorApplication>

To view the questions that will be asked on the proposal application form visit the following link: <https://www.jacksoncollaborativenetwork.org/Opportunities>

Proposals should include the following:

- Individual and/or organization contact information
- Individual and/or organization vision and mission
- Applicant's (organization if applicable) explicit commitment to the Network's values of equity, antiracism, authentic engagement, and continuous learning.
- Summary of the knowledge, skills, and abilities of the individual(s) who would be providing services under this agreement.
- Description of the applicant's experiences working on similar projects.

b. Interview(s)

Following review of submitted proposals, the review team will contact Applicants who have been selected to move forward with an interview.

Interviews with members of the review team will be conducted in person or virtually (on camera) and scheduled at mutually agreed upon times from July 21st through August 1st. Applicants not selected for an interview will be notified by July 18th.

VII. RFP Timeline

Key dates specific to the application and selection process:

Date	Key Activity
June 23, 2025	Request for Proposal released
June 23, 2025 – July 9, 2025	Submission of questions and requests for clarification <ul style="list-style-type: none">Submit here: https://www.surveymonkey.com/r/CommunityEngagementQualitativeDataContractor_FAQSubmission
July 11, 2025	Proposals due by 5 p.m. <ul style="list-style-type: none">Submit here: https://www.surveymonkey.com/r/CommunityEngagementQualitativeDataContractorApplication
July 14, 2025 - July 18, 2025	Proposals reviewed by adhoc review team
July 21, 2025 – August 1, 2025	Interviews with applicants conducted by adhoc review team (by invitation)
August 8, 2025	Notifications sent to all applicants

Questions?

Submit questions about the RFP, scope of work, or application process using this survey link: https://www.surveymonkey.com/r/CommunityEngagementQualitativeDataContractor_FAQSubmission. Questions received will be compiled and responded to in a written Frequently Asked Questions document located on the Network website. Please allow up to two business days for the FAQ to be updated.

If you experience issues with any part of the application process and need assistance, contact info@JacksonCollaborativeNetwork.org. Please allow up to one business day for a response.