



Request for Proposal

Date Posted: 10/16/2018
Project Name: Building an Americorps Plan
Organization: United Way of Southwest Colorado
Mailing Address: P.O. Box 3040, Durango, CO 81302
Contact Person: Lynn Urban, President & CEO
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Background:

United Way of Southwest Colorado has been serving the communities of Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties for over 46 years, by working with our communities to help people build better lives in the areas of education, health, and personal financial stability. United Way supports our community in a variety of ways, such as making grants to local nonprofits, coordinating volunteer efforts across the community, managing emergency assistance funds for people with urgent needs, providing resource referral, and managing collaborative efforts to help change the odds for the better for people in our communities.

Team UP is a collective impact initiative (mega-collaboration) that aims to improve outcomes for kids and families. This work is currently centered in Montezuma and Dolores Counties, with plans to spread over time to our other 3 counties. Team UP has developed several strategies to improve outcomes in the community that are being driven by Action Teams who would like to engage Americorps members to help implement these strategies in our communities.

Additionally, United Way of Southwest Colorado works with several nonprofits in Archuleta, La Plata, and San Juan Counties that also have goals similar to those developed by Team UP. It may be a possibility to provide an opportunity to place Americorps members in those other communities as well.

United Way of Southwest Colorado was awarded an Americorps Planning Grant from Serve Colorado to prepare for a possible Americorps program start in mid-2019. We are seeking contract assistance to help us develop a written plan for how we could implement this program.

Project Goals and Scope of Services:

The deliverable for this project will be a multi-chapter plan ("The Plan") for operating an Americorps Rural Intermediary Program through United Way of Southwest Colorado. The intended use of the plan is twofold: to significantly facilitate submission of a Serve Colorado Americorps grant proposal anticipated in late March 2019, and to serve as a Program Guide for implementation should the application be successful in securing funding.

The Plan will need to incorporate the following sub-plans/chapters (this is our best information about what will be needed at this time – we do not expect to add other parts to the plan, but it is possible that an additional chapter or two may be needed as the project develops):

- Organizational Policy Changes/Additions required by Serve CO
- Member Job Descriptions
- Member Recruitment and Housing Plan
- Member Training Plan
- Americorps Identity Plan/ Service Days Plan
- Supervisory Plan
- Site Recruitment & Management Plan
- Data/Evaluation Plan (much of this will be developed already)
- Business Plan/ Program Budget

In order to prepare The Plan, a successful candidate will need to gather information and build upon collaborative ideas with input from multiple stakeholders (including, but not limited to United Way staff members, Team UP Steering Committee, Team UP Action Teams, local nonprofits, hired consultants, and other Americorps programs). A successful candidate will need to become familiar with relevant policy and procedure documents from Serve Colorado and the National Commission for Public Service as provided by United Way of Southwest Colorado. This will also involve attending regular meetings of the Team UP Steering Committee (monthly), at least one meeting with each Action Team (there are 8 teams), and United Way staff or board meetings (approximately monthly). Other meetings with Serve Colorado staff or other Americorps programs are likely to take place over the phone or internet, but could possibly occur in-person. This is not meant to be an exhaustive list of all meetings that may be required to complete the project.

These meetings will take place primarily in Montezuma and Dolores Counties, but may also involve travel to Archuleta, La Plata, or San Juan Counties on rare occasions. Any travel costs must be incurred by the contractor, please account for this in your proposal.

Anticipated Selection Schedule:

Proposals due November 2, 2018, by 5p.m. Mountain Time

Review by subcommittee in early November, with follow-up questions sent to candidates as needed

Selection made approximately November 6 or sooner.

Ideally work would start very shortly after selection (same week)

Method of Submission and Due Date:

Email all proposal elements to Lynn Urban, lynnu@unitedway-swco.org no later than 5pm, Mountain Time, November 2, 2018. If you do not receive a confirmation email within 24 hours of submission, please call 970-247-9444.

Approximate Timeline:

November, 2018 – Late-March 2019 – chapter drafts due monthly throughout process
Sample timeline (may be adjusted):

November 2018: initial discussion with stakeholder groups and staff, become familiar with Americorps components, create list of policy changes needed, begin coordination of data plan with consultant

December 2018: continue discussions with stakeholders; draft Americorps Identity and Service Days Plan; draft Member Training Plan

January 2019: continue discussions with stakeholders; draft Member Recruitment and Supervisory Plans

February 2019: continue discussions with stakeholders; draft Site Recruitment/Management Plan and Business Plan

March 2019: add Data Plan (provided by another consultant), refine entire document, and draft Member Job Descriptions; assist with preparation of Serve Colorado grant proposal; Organizational Policy Changes needed will be gathered, written, and implemented throughout the project

Elements of Proposal (Arial font 11 pt or larger, 1 inch margins, single or double spaced):

- 1) Cover letter (1 page maximum)
- 2) Resume or brief background of organization (1 page maximum)
- 3) Proposal - Please describe how you would carry out this work to complete the deliverables on time. In your proposal, be sure to also address the following questions (5 page maximum):
 - What skills or assets do you possess that qualify you to carry out this work? be specific
 - What is your availability to complete this work?
 - What experience do you have with gathering information and compiling it into a useful report?
 - Please describe your knowledge or experience with Americorps Programs
 - Please describe your experience working with diverse groups to gather ideas and come to consensus
 - Please include a line item budget for your work
- 4) Professional writing samples (at least 2)

Note: if selected, additional information and documentation will be requested and required.

Evaluation Criteria:

The proposals will be evaluated primarily on the following factors: ability to carry out the work (including availability), quality of previous experience, writing skill, ability to work with diverse

stakeholders, budget, Americorps experience or knowledge. The committee may decide to schedule an interview to explore these areas in more depth.

Possible Roadblocks:

Although we do not anticipate any roadblocks with our process, if anything does slow or stop the process, it is likely to be one or more of the following:

- We have set an aggressive schedule for reviewing the proposals. If something unforeseen delays the committee that will review these, then it could take longer than planned.
- It is possible that Serve Colorado/Americorps will require us to perform a background check or other due diligence on anyone who will do this work. This could slow down the start of work. We will inform all applicants as soon as we learn the requirements.

Budget:

This will be a fixed-price contract, not to exceed \$40,000. Actual contract amount will depend on the experience of the applicant and the proposal details.

This is not an employee position with United Way of Southwest Colorado, but rather will be a contract for completing this project and producing the deliverable “The Plan.” No benefits are available.

Questions:

Please contact Lynn Urban using the contact information on page 1.