

# REQUEST FOR PROPOSALS:

## CIVIC EQUITY PROJECT ORGANIZATIONAL DEVELOPMENT SPECIALIST/PROJECT MANAGER

The Civic Equity Project educates, empowers and engages a cohort of organizations working with and for under-represented populations to increase their impact on civic decision-making in Bend, one of the nation's fastest growing cities facing severe housing and transportation crises.

Proposals are now sought for an organizational development partner to act in a contract project management capacity and to oversee needs assessments, capacity-building coaching across a broad set of skills, curriculum development and trainings of Civic Equity Project cohort members for the length of this two-year program beginning in April 2017 and running through April 2019.

This project is largely funded by Meyer Memorial Trust through the foundation's initiative focused on building equity and systems change through the capacity building of nonprofits and community groups.

## Proposals Due: Friday, April 7

**Send to:**  
**Erin Foote Morgan**  
**Bend 2030 Executive Director**  
[erin@bend2030.org](mailto:erin@bend2030.org)  
**541-420-8603**

# RFP OVERVIEW

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## Introduction

The Civic Equity Project will provide needs assessments, needs-based coaching, peer support through 501(c)6 Opportunity Knocks, policy advocacy training, and direct access to policy-making through the Bend Collaborative Housing Workgroup and MOVE BEND, two projects of Bend 2030, an Oregon 501(c)3. The Civic Equity Project is a critical next step in Bend 2030's work to build more equitable and diverse participation in civic leadership and decision-making in Bend and builds on a recently completed 18-month neighborhood association capacity building contract with the City of Bend.

## Position Specifics

- **Timeframe.** This position is a two-year contractual role from April 2017-April 2019
- **Role.** The organizational development specialist/project manager will work directly on capacity-building skills with members of a roughly 12-group cohort and perform some project management tasks
- **Supervision.** The position reports directly to Bend 2030's Executive Director Erin Foote Morgan
- **Payment.** Each year, the organization development specialist/project manager will receive \$25,000 for successful completion of scope of work as outlined below

## Organizational Development Specialist Scope of Work

- **April 2017:** Canvass and enroll participants (including members of Bend neighborhood associations, Central Oregon Veterans Organization, Council on Access, Latino Community Association, Human Dignity Coalition, Age-Friendly Bend, Homeless Leadership Coalition and others) in cohort focused on strengthening capacity of organizations through peer learning and group trainings
- **April 2017:** Assist in organizing kick-off project with open house for all participants
- **May 2017:** Conduct a needs assessment with leaders of participating organizations in order to identify interests, needs, and potential barriers to participation in civic decision-making in Bend
- **July 2017-March 2019:** Provide direct capacity-building coaching through regular and ongoing one-on-one calls and meetings with key organizational leadership

- **July 2017-April 2019:** Informed by needs assessment, assist in the development and conduct minimum of nine, two-hour group trainings with cohort members to address shared capacity building needs and concerns, teach how to organize internally to build power necessary to advocate on behalf of and with members of participating organizations; how to engage in policy advocacy in civic decision-making settings; as well as how to communicate with the public and fundraise to be successful in advocacy work
- **July 2017-March 2019:** Assist in enlisting entire cohort to engage members to come to forums, council meetings and other civic decision-making meetings
- **July 2017-April 2019:** Conduct periodic program evaluations and coordinate final program evaluation
- **January-April 2019:** Coaching shifts to supporting groups' development solo advocacy work; with Bend 2030 assist each organization in creating a strategy plan for engagement in advocacy and civic-decision-making on behalf of member needs on a timeline they choose: six months, a year, two years

## Qualifications

- 3-5 years organizational and leadership development experience
- 3-5 years project management experience
- 3-5 years experience working directly with diverse and under-represented populations
- Masters in related field preferred but not required
- Excellent team building skills and ability to orient teams toward a common goal
- Excellent communication and facilitation skills
- Very strong ability to self-manage, including employing excellent time management skills, and setting and achieving deadlines
- Track record of success in leadership role on wide variety of projects
- Experience in curriculum development
- Experience in conflict resolution and mediation
- Experience in contractual roles preferred but not required

## Solicitation Documents

Interested parties must provide:

- **Letter of Submission.** Please include an introductory letter expressing interest in the project and relevant history and experience in the fields organizational development work and project management. Include full name of individual/company, RFP contact person, email address, mailing address and phone number. Letter must be signed by person authorized to bind the company if applicable.

- **Qualifications and Experience.** Please provide a resume. Please also supply a separate document providing a list of all organizations to which you have provided development and leadership training and note during which years the work occurred; and also provide brief project descriptions for up to three recent projects you have led and measures that indicate quality and successful project completion, as well as the client reference name and phone number.
- **Project Description and Approach.** Please provide a statement of the services to be provided, including a detailed explanation of how the services are to be provided. Confirm availability for full two years of Civic Equity Project. A more detailed project schedule, strategy for delivery of organizational development services, as well as description of your role in project management should be included in this section.
- **Cost.** Please provide a cost proposal to perform the scope of work. Include estimated person hours, labor costs and expenses.

## Selection Process

Cohort members already working on the project, Bend 2030 Executive Director Erin Foote Morgan, Opportunity Knocks Executive Director Aly Waibel, and members of the groups' board of directors shall comprise the selection team. All RFPs will be vetted to ensure qualifications are met and project description and approach are appropriate. Qualified candidates will advance to a phone or in-person interview. A third and final round of interviews may be scheduled if necessary.

## Anticipated RFP Schedule

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|------------------------------------|-------------------|
| • Issuance of RFP                  | March 16, 2017    |
| • Deadline for proposal submission | April 7, 2017     |
| • Interviews, if applicable        | April 10-12, 2017 |
| • Award of contract                | April 14, 2017    |

## Issuing Organization

Bend 2030, an Oregon 501(c)3, will contract with the selected organizational development specialist/project manager. The mission of Bend 2030 is to engage and empower the community to achieve the Vision created by the community in 2005. The executive director of Bend 2030, Erin Foote Morgan, is the point of contact for all questions related to this request.

## Submission Date and Location

Proposals shall be delivered via email to Erin Foote Morgan by 5 p.m. on Friday, April 7 at [erin@bend2030.org](mailto:erin@bend2030.org).