



## REQUEST FOR PROPOSAL: Consulting Services for Organizational Development

The Ohio Olmstead Task Force (OOTF) is seeking proposals from qualified consulting firms to provide comprehensive development and strategy services. OOTF is a non-profit organization that advocates for the right of people with disabilities to live and work in the community.

OOTF holds monthly meetings, organizes advocacy events, hosts discussions on policy impacting people with disabilities' rights to live independently, and coordinates grassroots advocacy. Currently, OOTF is run entirely by volunteers. To sustain consistent momentum and increase advocacy, OOTF aims to hire a paid part- or full-time coordinator. The coordinator would be responsible for finding and applying for grants, maintaining consistent outreach (social media, emails, website), and performing admin duties. OOTF is looking for a consultant to help us identify initial grants, develop a strong internal structure, and prepare strategic objectives for taking the next step of hiring a coordinator.

Project Budget: Not to exceed \$10,000

Timeframe: Substantial completion within six months of contract execution

### Scope of Work:

The selected consulting firm will be responsible for the following:

1. **Develop the Organization** – Help OOTF find strong and foundational footing. Operational manual and calendar, mission, vision, and long-term goals.
2. **Identify short- and long-term funding strategies** – identifying and applying for initial grants, developing a platform for going after grants, yearly financial plan and forum goals.
3. **Prepare for transition** – Set up OOTF for the transition into having a full-time or part-time coordinator, help to promote for the new position, put together the job description for the coordinator, assist the steering committee in hiring and training the coordinator.
4. **Communications planning and strategy** – This includes preparing a communications plan that incorporates goal setting, identification of target audiences, identification of available communication channels, prioritizing messages and optimizing wording, setting timelines and developing a communications calendar.

### Proposal Submission:

Interested consulting firms are requested to submit a proposal that includes:

1. A detailed project plan outlining the consultant's approach to fulfilling the scope of work
2. A detailed description of the firm's relevant experience in the nonprofit sector
3. A list of the proposed project team members and their qualifications
4. A budget breakdown, including all expenses and fees
5. Three references from previous clients

### Proposal Evaluation:

Proposals will be evaluated based on the following criteria:

1. The consultant's understanding of the scope of work and their proposed approach to fulfilling it
2. The consultant's relevant experience and qualifications of the proposed team members
3. The consultant's ability to work within the proposed budget and timeline
4. The consultant's references and previous client satisfaction

### Submission Deadline:

Proposals must be submitted no later than June 9, 2023, to [ohioolmstead@gmail.com](mailto:ohioolmstead@gmail.com).

Renee Wood, Chair

Alexia Kemerling, Vice Chair