



REQUEST FOR PROPOSALS FOR NONPROFIT CAPACITY BUILDING CONSULTING SERVICES

Deaconess Foundation (Foundation) invites well-qualified professionals (Consultant) to submit proposals to provide grantee selection and capacity building services. Proposals will be accepted from both individuals and firms with a strong track record of organizational development, change management, capacity building, and application of a racial equity lens with nonprofit organizations, particularly organizations focused on advocacy, organizing, or policy efforts. It is anticipated that a team of 3-4 consultants will be retained for an initial period of 5 months from August - November 2017. Consultants will report to the Vice President of Programs.

ORGANIZATION OVERVIEW

Deaconess Foundation aims to strengthen our region's capability to achieve positive outcomes for children and families through collaborative engagement and investment with diverse partners to improve systems and sustain actions that have long-term impact on the health & well-being of children. A ministry of the United Church of Christ, Deaconess has invested more than \$75 million to advance its mission to improve the health of the Metropolitan St. Louis community and its people.

Please find additional information about Deaconess Foundation at www.deaconess.org.

PROJECT BACKGROUND AND GOAL

In April 2017, Deaconess launched its *Just for Kids* Anchor Institution Program, to invest with policy, organizing and advocacy organizations striving to advance child well-being. Deaconess aims to move systems impacting children by ensuring institutions core to its strategy have the stability it takes to drive change over the long-term.

Anchor institutions will be afforded access to:

- ✓ executive leadership coaching,
- ✓ peer learning and networking,
- ✓ customized capacity building activities,
- ✓ staff professional development opportunities,
- ✓ an annual Executive Directors' retreat,
- ✓ ongoing learning and assessment, in addition to
- ✓ four-year, capacity building support of up to \$300,000.

Please find more details about the Anchor Institution Program in particular by visiting <http://deaconess.org/funding-opportunities/anchor-institutions>.

ANTICIPATED SCOPE OF WORK

In November 2017, the Foundation will select its first round of Anchor Institutions. Interested non-profit organizations have already completed a “phase one” application from which finalists will be selected in July. Deaconess uses a combination of a two phase application, site visits by consultants and staff, and board interviews to select grantees from the finalists. Consultants will be engaged initially to support the selection process and could be further engaged to conduct capacity building activities throughout the four year grant period.

Tasks are anticipated to include:

- ✓ Attending a consultants meeting at which Deaconess Foundation staff will outline our funding approach and Anchor Institution program, selection process and criteria, assessment, site visit and ongoing capacity building expectations;
- ✓ Preparing for organization site visits: reviewing applications, capacity assessments and other materials, developing a set of site visit questions based on materials provided, conferring with Deaconess staff on the structure of the site visit;
- ✓ Planning and conducting site visits in conjunction with Deaconess staff; and
- ✓ Debriefing with Deaconess staff and preparing a formal narrative report for each organization using Deaconess Foundation format due one-week post visits.

PROPOSAL SUBMISSION REQUIREMENTS

To receive full consideration, proposals must be submitted before **5:00pm CT on July 28, 2017** as follows:

1. Proposals should include a cover letter including the name of the proposing consultant/firm, the name(s) of any professional(s) proposed to provide direct service for the project, e-mail address(es), postal address, and telephone and fax numbers.
2. Proposals should include a narrative that speaks to the qualifications in the Evaluation Criteria outlined below, including a description of the proposed approach, services, products, tasks, and outcomes, and timeline with the cost estimated to accomplish the Scope of Work outlined above.
3. Proposals must clearly outline the responsibilities both of the Foundation and the selected Consultant. ALL costs payable by the Foundation for these services must be clearly defined.
4. Proposals should include the resume(s) and brief bios of the Consultant(s) who will provide direct service for this project.
5. Proposals must acknowledge what existing or potential relationships could impact your/firm’s ability to provide the services outlined in this RFP. (e.g. potential conflict of interest)
6. Proposals must provide references listing other organizations with which you/your firm have successfully worked. Please list the organization name, contact person, title, telephone number, and email address of at least three (3) references for similar projects, as well as a brief description of each project and its outcome.
7. Proposals must be emailed in a **single PDF file** with electronic signatures as applicable, and sent to: tamitham@deaconess.org with **Subject Line: Deaconess Foundation Anchor Institution Consultant_ [Name of Consultant/Firm]**

By submitting a proposal, the Consultant authorizes the Foundation to contact references to evaluate Consultant's qualifications for this project.

EVALUATION CRITERIA

Selection will be based on consultants' alignment with Deaconess Foundation's Theory of Change, approach to and experience with organizational development, and professional skill set.

All proposals will be evaluated based on the following key criteria:

- ✓ Understanding of, and alignment with, the Foundation's mission, funding strategy, and commitment to racial equity.
- ✓ Performance capability—the extent to which the proposal demonstrates ability to provide the depth and breadth of experience, skills, knowledge and creativity required by this project. In particular, experience in assessing and delivering capacity building services with nonprofit organizations is essential.
- ✓ Unique Capabilities - any unique expertise, products or services that distinguish your approach or key differences between your solutions and those offered by competitors.
- ✓ Experience with similar grantmaking or social investment organizations and/or experience with nonprofit organizations focused on policy, advocacy, or organizing efforts.
- ✓ Missouri/Illinois Presence - Deaconess Foundation's grantmaking footprint includes the city of St. Louis, and St. Louis, St. Charles, Jefferson and Franklin Counties in Missouri and Madison, St. Clair and Monroe Counties in Illinois. Please describe your presence in the states of Missouri or Illinois, preferably the St. Louis metropolitan area. Such "presence" can be demonstrated by the percentage of full-time employees, subcontractors or employees who spend more than half their time in the area and have physical offices or a principal place of business located in either state.
- ✓ Budget - must include all fees and expenses. Indicate how you bill for services and estimate any additional expenses that might be incurred.

TIMELINE AND INTERVIEWS

Consultant Selection and Engagement

July 28, 2017	Proposals due
July - August 2017	Consultant interviews (as needed)
August 18, 2017	Consultants informed of selection
August - September	Consultant Training
September – October 2017	Initial engagement in Grantee Selection Site Visits
October – November 2017	Final reports submitted and debrief meetings

We will interview a small number of finalists and select a team of 3-4 consultants to lead this work by August 18, 2017. The Foundation and selected Consultants will then mutually discuss and refine the scope of work for the project and negotiate final conditions, compensation and performance schedule for the subsequent contract to be executed. The project timeline will then be co-developed with the aim of completing the scope of work by November 2017.

FOR MORE INFORMATION

Please submit your questions via email to Tamitha Walker McKinnis, Vice President of Programs at tamitham@deaconess.org.