

# REQUEST FOR PROPOSALS

# Texas Nonprofit Strong Consultant

## Background on Texas Nonprofit Strong Initiative

### MISSION

United Ways of Texas and OneStar partnered to elevate the power and impact of the nonprofit sector, including its benefit to local communities, value to the state's economy, and critical role in civil society.

### VISION

Launched in the fall of 2019, Texas Nonprofit Strong, a collaboration between United Ways of Texas and OneStar, envisions a state where nonprofits are catalysts for positive change, driving social impact, and a core member in civil society.

Recognizing the geographic vastness and incredible diversity of Texas, we unite to overcome the challenge of fragmentation within the nonprofit sector. By bridging divides and fostering connections, we aim to create a cohesive network that captures all industries and communities. We do so by drawing on the diversity and strength of Texas's nonprofit sector: We unite to amplify voices, share expertise, and foster collaboration. Together, we aim to be a leader in advocacy, provide essential training, and offer robust support in nonprofit operations and development.

Through our collective efforts, we strive to ensure that every nonprofit in Texas has the tools, resources, and network needed to achieve lasting success. Thus, inspiring this and future generations of Texans to be partners for good.

### CURRENT WEBSITE

[txnonprofits.org](http://txnonprofits.org)

## Request for Proposal Overview

We are seeking support from a consultant to aid in the advancement of the Texas Nonprofit Strong Initiative. The outcome will be to continue to build the initiative in a hands-on manner, and transition from a partnership model between OneStar and United Ways of Texas to a coalition that encompasses a broader array of stakeholders.

The selected consultant will play a pivotal role in accelerating the progress of the Texas Nonprofit Strong Initiative through various capacities. Overall, the consultant will be instrumental in shaping the future direction of the Texas Nonprofit Strong Initiative, fostering collaboration, and empowering nonprofits throughout Texas to thrive and create positive change in their communities.

### CONSULTANT RESPONSIBILITIES & PROJECT SCOPE

- Coordinate with OneStar and United Ways of Texas staff on Texas Nonprofit Strong activities, providing strategic guidance and hands-on support to move project work forward effectively;
- Conduct an assessment of the current state of the Texas Nonprofit Strong Initiative; including strengths, weaknesses, opportunities, and threats;
- Develop and implement a 12-month plan outlining key goals, objectives, strategies, timelines and tactics to accelerate the advancement of the initiative, such as:
  - Collecting content for the Texas Nonprofit Strong newsletter, social media posts, and website;
  - Monitoring and moderating the Texas Nonprofit Strong LinkedIn group;
  - Providing support for the Texas Nonprofit Strong Advocacy Network which meets to develop policy priorities in advance of the Legislative Session;
  - Identifying and engaging additional partners to expand the initiative's reach and impact;
  - Facilitating the development of a steering committee to serve as the driving force behind the initiative, ensuring that it remains impactful and sustainable, and serve as moderator for the steering committee.

### GOALS & REPORTING

- Facilitate the establishment of goals and benchmarks for the Texas Nonprofit Strong initiative.
- Monitor progress and adjust strategies as needed to ensure success.
- Report on progress at least quarterly, and through monthly meetings with OneStar and United Ways of Texas leadership.

## Proposal Submission Instructions

All proposals should be submitted electronically by email to [cindy@onestarfoundation.org](mailto:cindy@onestarfoundation.org). The subject line should be "*Texas Nonprofit Strong Consultant Submission*." The deadline for submission is **Monday, July 22, 2024**, no later than 5:00 PM CDT (Central Time).

Proposals should be formatted in a readable, professional manner. While there is no strict format preference (Word, PDF, slides), consistency in font (Arial or Times New Roman, size 12), margins (1 inch), and single-line spacing is recommended. The proposal should not exceed 12 pages, excluding resumes, previous work products, conflicts of interest, and the cover letter.

*NOTE:* Responses become the property of OneStar and may be subject to disclosure as requested upon completion of the process. Proprietary information that you wish to remain confidential should not be included in your response materials.

## Proposal Requirements

Responses should include:

### 1. COVER LETTER

The cover letter should include:

- Point of contact address, telephone number, email address, and website
- Summary of qualifications and relevant experience
- Any exceptions to the outlined scope of work
- Whether your firm is a veteran, minority, or woman-owned business.

### 2. CONSULTANT QUALIFICATIONS AND EXPERIENCE

- Describe the consultant's qualifications to conduct the proposed scope of work, expertise and relevant experience.
- Include examples of conducting similar or related coalition management, particularly at a regional or statewide level. Any experience with Texas nonprofits or coalitions should be noted.

### 3. WORK PLAN

The proposal should contain a detailed description of the activities, timelines, milestones, and proposed deliverables to be conducted by the consultant to complete the requested scope of work, including:

- Provide a detailed work plan with descriptions of activities to be conducted, including which activities are anticipated to be in person, virtual, or hybrid. Work expected to average 15-20 hours per month.
- Include a proposed 12-month project timeline
- Outline milestones and deliverables tied to the proposed work plan

### 4. PREVIOUS WORK PRODUCT

Consultants are encouraged, but not required, to include at least one example of work similar to the scope of work requested within this RFP (Request for Funding Proposal).

### 5. CONFLICTS OF INTEREST

The proposal should disclose any possible conflict(s) of interest with OneStar, United Ways of Texas, or Texas Nonprofit Strong. Any previous support provided to OneStar should be documented.

### 6. BUDGET

- Include a detailed budget for performing all tasks proposed in the work plan.
- If there are options that can be added or removed ad hoc at an increased or decreased price, please note where applicable.
- OneStar has budgeted up to \$25,000 for this critical work and aims to ensure good stewardship of the funds.

## Proposal Evaluation

Proposals will be evaluated using the following criteria:

- **Technical Approach and Methodology:** The proposal is complete and demonstrates strong technical capability and a sound understanding of the Texas Nonprofit Strong Initiative's goals and objectives. The proposal outlines a logical approach to advancing the initiative, emphasizing collaboration among stakeholders.
- **Expertise and Experience:** The consultant demonstrates expertise in nonprofit capacity building, coalition building, and stakeholder engagement. They exhibit the ability to think creatively and outside the box to address the unique challenges facing the Texas Nonprofit Strong Initiative. The consultant should have a proven track record of successfully working with mission-driven organizations and fostering collaboration among diverse stakeholders.
- **Past Performance:** The consultant demonstrates recent successful past performance that is relevant to the proposed project in scope and complexity.
- **Cost:** The proposal includes a detailed budget for each stage of the scope of work and the proposed costs are reasonable.

OneStar reserves the right to determine which respondents have met the base requirements of this RFP. In addition, OneStar may reject, in whole or in part, all proposals, waive minor irregularities in proposals, allow an offer to correct minor irregularities, and negotiate with all responsible efforts in any matter deemed necessary to serve the best interest of OneStar.

OneStar reserves the right to reject all proposals when such rejection is in the interest of OneStar, to reject the proposal of a respondent who has not met the prerequisites of the RFP or who has previously failed to perform properly or complete on time contracts of a similar nature, and to reject the proposal of a respondent who is not in the sole opinion of OneStar, able to perform the contract to the sole satisfaction of OneStar.

OneStar may, upon its discretion, establish a competitive range of qualified proposals for award consideration. OneStar will not conduct discussions or negotiations with respondents not within the competitive range and those respondents will not be considered for an award. OneStar reserves the right to award the contract in accordance with its best interest and will not be required to accept the lowest priced proposal.

## Summary of Key Dates

Request for proposal posted	Friday, June 28, 2024
<b>Proposal submission deadline</b>	<b>Monday, July 22, 2024</b>
Finalists informed	Wednesday, August 9, 2024
Finalist interviews via Zoom	Between August 19-20, 2024
<b>Consultant selected</b>	<b>Wednesday, August 28, 2024</b>

*Expected contractual period of 12 months after start date.*

## Additional Information

### LOCATION

Services may be provided virtually; however, some in-person events may be required.

### MONTHLY HOURS

Estimated 15-20 hours monthly.

### LENGTH OF CONTRACT

12 months

### REPORTING

Quarterly progress reports based on deliverables are required.

## Frequently Asked Questions

### **Who is the contracting organization?**

For this contract, OneStar will serve as the contracting organization, in close consultation with United Ways of Texas. Additional information about the OneStar can be found on our website ([onestarfoundation.org](http://onestarfoundation.org)).

### **What is the relationship between OneStar and United Ways of Texas in relation to the Texas Nonprofit Strong Initiative?**

OneStar and United Ways of Texas have a long history of working collaboratively. This partnership started around development of the Built for Texas data report and grew into a more formal partnership outlined by a Memorandum of Understanding (MOU) to oversee the Texas Nonprofit Strong initiative. We approach this work using a joint leadership model.

### **Is there a formal task force/working group? Are both board and staff involved? Who is the go-to person for the consultant?**

The working group for Texas Nonprofit Strong is currently made up of OneStar and United Ways of Texas (UWT) staff who meet regularly to coordinate the initiative. Both boards of OneStar and UWT are aware of the joint initiative, but board members are not involved in the regular planning and coordination of activities. We have several nonprofit leaders that have joined a sub-group of Texas Nonprofit Strong referred to as our "Advocacy Network," led by staff at the United Ways of Texas, who will be meeting several times over the next few months to establish policy priorities for the next legislative session. Based on our joint leadership model, the primary points of contact for the consultant will be the CEO of OneStar and CEO of UWT.

### **Do you have a format preference for the proposal (Word doc, slides, etc.)?**

No preference – whatever method you prefer to best describe your proposal. Proposals should be formatted in a readable, professional manner. While there is no strict format preference (Word, PDF, slides), consistency in font (Arial or Times New Roman, size 12), margins (1 inch), and single-line spacing is recommended. The proposal should not exceed 12 pages, excluding resumes, previous work products, conflicts of interest, and the cover letter.

### **Will there be any in-person events? Will there be reimbursement for travel-related costs or expenses?**

While we anticipate most project work can be accomplished remotely, there are a variety of in-person events that we encourage the consultant to attend. For example, in February of 2025, we would hope the consultant would join us in-person for the Texas Nonprofit Summit and Texas Nonprofit Strong Day at the Capitol. OneStar will coordinate with the consultant to provide reimbursement for travel. The extent of in-person travel might be limited to the available budget for travel expenses. Travel should always be approved in advance.

### **How many monthly hours are expected?**

We estimate this project would require 15-20 hours monthly over a 12-month period for the work described.

**Who is the point of contact for questions?**

Please email any questions to [cindy@onestarfoundation.org](mailto:cindy@onestarfoundation.org). We will do our best to quickly respond to questions. If additional questions are asked, we may update this section of Frequently Asked Questions and post the updated document on the Texas Nonprofit Strong website ([txnonprofits.org](http://txnonprofits.org)) and on the OneStar website, within the About Us page under the Careers tab ([onestarfoundation.org/careers](http://onestarfoundation.org/careers)).

**Will there be another RFP in the future? Can the contract be renewed?**

Yes, we anticipate there will be an opportunity to renew the contract in the future, contingent upon available funding and performance.

**What is the maximum funding available for the contract?**

OneStar has allotted up to \$25,000 for funding of this consulting contract.

**How often will the consultant meet with OneStar and United Ways of Texas representatives?**

The consultant will aim to meet with OneStar and UW Texas representatives monthly for general meetings, as well as separate monthly leadership check-in call with the CEO's of OneStar and United Ways of Texas. The frequency of meetings may vary based on project progress and the need for updates.

**Is reporting or other documentation required?**

Yes, quarterly progress reports are expected. Other documentation may be required upon request.



## Background on Contracting Organization: OneStar

### MISSION

OneStar strengthens Texas communities by creating pathways for individuals and organizations to engage, connect, and accelerate their impact.

### VISION

We are One Texas, united in building resilient and thriving communities.

### ABOUT ONESTAR

For nearly half a century, the State of Texas has recognized the critical importance of civic engagement in building resilient and thriving communities. When OneStar was established to carry on this legacy, the Governor described Texans as "a dedicated and selfless people who have a long and proud history of responding when their neighbors need help" and cited the power of volunteer action to "transform our communities, our families and the lives of individual Texans, and enrich the life of the volunteer."

OneStar harnesses this extraordinary Texan spirit of service by creating pathways for individuals and organizations to engage, connect and accelerate impact for our state. Through our diverse initiatives, we equip Texans to develop and advance innovative solutions to our state's most pressing challenges. Born from state government, we carry out our mission for Texas with direction and guidance from the Office of the Governor. We are recognized nationally as a leader in administering AmeriCorps resources, as a statewide voice for the nonprofit sector, and as a respected partner to foundations, state agencies, and the business community. Together, we are One Texas, united in building resilient and thriving communities.

### STAFF SIZE

20-25 employees

### ADDRESSES

2200 E. Martin Luther King Jr. Blvd  
Suite 100  
Austin, TX 78702

3000 Pegasus Park Dr.  
Suite 718  
Dallas, TX 75247

### PHONE

(512) 287-2000

### CURRENT WEBSITE

[onestarfoundation.org](http://onestarfoundation.org)

## Background on Partnering Organization

### **ABOUT UNITED WAYS OF TEXAS:**

United Ways of Texas was formed in 1980 through the merger of organizations with deep roots in supporting the charitable sector since the early 1900s. With over a century of community service, United Ways of Texas remains dedicated to a future where all Texans thrive.

United Ways of Texas supports nearly 70 member organizations by providing resources to address community needs and enhance organizational capacity. With a large focus on both local empowerment and statewide impact. Through policy and advocacy efforts, United Ways of Texas works to effect systems change, advocating for policies that benefit Texans during legislative sessions and collaborating with members between sessions to inform policymakers.

United Ways of Texas is committed to collective action, uniting local United Ways, advocating for policy reform, and fostering community engagement to build a Texas where everyone can thrive.

### **CURRENT WEBSITE**

[uwtexas.org](http://uwtexas.org)