

Request for Proposals

Coalition Workgroup Facilitator/Team Project
Manager

Priorities, Projects & Campaigns Workgroup

JULY 2023

Due date: August 14, 2023

ISSUED BY

The America the Beautiful for All Coalition

www.AmericaTheBeautifulforAll.org

CONTACT

Coalition Backbone Team

atb4all-backbone-team@googlegroups.com

(406) 920-1999

Seeking: A six month facilitator (subject to renewal) to organize and support a group of intersectional environmental partners working on coalition community and capacity building, advocacy strategies, and collective impact best practices.

Scope of Work: The America the Beautiful for All Coalition seeks a facilitator to support our Priorities, Projects and Campaigns Workgroup with facilitation of meetings and group culture building opportunities, co-creating agendas, managing key projects that are collaboratively selected by the workgroup, and communicating needs, logistics, inputs and outputs to the workgroup co-leads and the coalition's backbone team. The successful candidate will demonstrate a capacity to build trust and relationships across difference within intersectional groups and possess an appreciation and sensitivity for bringing together different perspectives and cultures for a shared goal.

Contract term:

- Six-month term subject to renewal for another six-month term
- Expectation of time commitment:
 - 2-3 meetings/week
 - 12-15 hours/week of independent work?

The qualified candidate will demonstrate a commitment to, understanding of, and experience with work similar to the following expected deliverables for this project term.

Deliverables:

- Co-create and design meeting agendas for the Priorities, Projects, & Campaigns workgroup in coordination with the two workgroup co-leads.
- Maintain records and organization of workgroup decisions and key documents via notes taking and Google Drive maintenance and coordination of next steps.

- Build relationships with workgroup members and conduct individual outreach to ensure that all perspectives and voices are heard and considered in workgroup decision-making.
- Facilitate a group culture that allows for decision-making across difference, relationship building, and a group culture that supports innovation, creativity, and trust to support the group's best thinking and participation.
- Offer guidance on opportunities to support equitable coalition dynamics and strong facilitation of the work.

Our goals for hiring a facilitator are to:

1. Support the workgroup co-leads to execute the scope of the workgroup, including but not limited to coordinating and facilitating meetings, communications and outreach to workgroup members and partners
2. Provide expertise and guidance on supporting strong group culture across difference to support productivity, connection, and trust.
3. Support implementation of Collective Impact Model best practices within the Priorities, Projects and Campaigns Workgroup.
4. Increase project management capacity
5. Support recruitment of key perspectives on priority decisions within the America the Beautiful for All Coalition
6. Coordinate with the backbone team and across issue-based workgroups for smooth collaboration.

Compensation:

\$19,000-\$21,000 available for 6-month contract term. (subject to renewal, is mutually agreeable)

An explanation of relevant experience and demonstrated understanding of equitable coalitions and collective impact will form the basis of our award decision. This is more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders must list at least one project that is substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
3. A proposal must be provided that is not more than 4 pages. This proposal must provide an overview of group facilitation skills and experience, with specific reference to working with diverse mixes of groups. In addition, the proposal should provide examples of complex project management experience and speak to the candidates commitment to equity and justice..
4. If you have a standard set of terms and conditions, please submit them with your proposal.
5. Proposals must be received prior to August 15th to be considered.
6. The America the Beautiful for All Coalition anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these individuals or firms.

Submit to: atb4all-backbone-team@googlegroups.com

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	07/10/2023
Proposals due	08/14/2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	08/17/2023
Start of Negotiation	08/21/2023
Contract Award / Notification to Unsuccessful Bidders	08/25/2023
Contract Term	09/04- 03/04/2023

Budget

The America the Beautiful for All Coalition's budget for the project is [\$19,000-\$21,000] from September 4, 2023- March 4, 2024 subject to renewal.

Evaluation Factors

The America the Beautiful for All Coalition will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of the total cost of contributions
5. Expertise/experience of the bidder and bidder's staff

The America the Beautiful for All Coalition reserves the right to award to the bidder that presents the best value to The America the Beautiful for All Coalition as determined solely by The America the Beautiful for All Coalition in its absolute discretion.