**Request for Proposals (RFP) for a Facilitator to Structure the North End Neighborhood Association**

**Introduction**

The North End Neighborhood Association (NENA) is a newly formed community organization dedicated to improving the quality of life for residents in the North End. We seek a skilled facilitator to assist in structuring the association, ensuring it operates effectively and meets the community's needs.

**Purpose**

This RFP solicits proposals from qualified, neutral, and nonpartisan facilitators to guide the North End Neighborhood Association in establishing its organizational structure, developing governance policies, and creating a strategic plan.

**Scope of Work**

The selected facilitator will be responsible for the following tasks:

1. **Organizational Assessment**
   * Conduct a needs assessment to understand the community’s priorities and the association's goals.
   * Review any existing documents, meeting notes, and stakeholder feedback.
2. **Facilitation of Meetings**
   * Organize and facilitate a series of meetings with the NENA board and community members.
   * Ensure inclusive and participatory discussions to gather input and build consensus.
3. **Development of Governance Structure**
   * Assist in defining the organizational structure, including roles and responsibilities of board members, committees, and volunteers.
   * Draft bylaws, policies, and procedures for effective governance in collaboration with North End Neighborhood Association members.
4. **Strategic Planning**
   * Guide the development of a strategic plan outlining the association’s mission, vision, goals, and objectives.
   * Identify key initiatives, timelines, and resources needed for implementation.
5. **Training and Capacity Building**
   * Provide board members and volunteers training sessions on effective governance, leadership, and community engagement.
   * Develop materials and resources to support ongoing capacity building.
   * Identify government (whether federal, state, or local) agencies, departments, resources and private organizations (which can provide resources) to assist NENA in reaching its goals.
6. **Marketing**
   * Assist in logo creation, social media strategy, and overall branding efforts.

**Deliverables**

The facilitator will be expected to deliver the following:

1. A comprehensive needs assessment report.
2. Meeting agendas, minutes, and summaries.
3. Draft bylaws, governance policies, and procedures.
4. A strategic plan document.
5. Training materials and resources.
6. A final report summarizing the process, outcomes, and recommendations.

**Qualifications**

The ideal facilitator will possess the following qualifications:

1. Demonstrated experience in community organizing, facilitation, and organizational development.
2. Strong understanding of non-profit governance and strategic planning.
3. Excellent communication, interpersonal, and leadership skills.
4. Ability to work collaboratively with diverse stakeholders.
5. Proven track record of successful facilitation and capacity-building projects.
6. Experience in marketing and branding.

**Proposal Submission Requirements**

Interested facilitators should submit a proposal that includes the following:

1. A cover letter expressing interest and summarizing relevant experience.
2. A detailed approach and methodology for conducting the scope of work.
3. A project completion timeline with the final deliverables to be completed no later than June 2025.
4. A budget proposal outlining fees and expenses.
5. References from similar projects.
6. A project completion timeline with the final deliverables to be completed no later than **May 2025**.

**Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Relevant experience and qualifications.
2. Quality and feasibility of the proposed approach and methodology.
3. Ability to meet the project timeline.
4. Cost-effectiveness of the budget proposal.
5. References and past performance.

**Conflict of Interest Clause**

The North End Neighborhood Association requires that all facilitators maintain a neutral, non-partisan stance. Any discussion or decision in which the facilitator has a personal financial interest that could compromise the integrity of the association must be fully disclosed. Facilitators are expected to always act in the association’s best interest, avoiding any conflict.

**Submission Deadline**

Proposals must be submitted no later than **Tuesday, October 8th, 2024**,to:

**Norma Gonzalez**Executive Director, Da Vinci Center  
Phone: (401) 272-7474  
Email: **ngonzalez@davincicenter.org**

When submitting your proposal via email, please also CC the **North End Neighborhood Association (NENA)** at **info@nenapvd.org**.

**Conclusion**

The North End Neighborhood Association looks forward to partnering with a skilled facilitator to build a strong, effective community organization. We appreciate your interest and look forward to receiving your proposal.