



**NeighborWorks America
999 North Capital Street, NE
Suite 900
Washington, DC 20002**

REQUEST FOR PROPOSAL

Statement of Need

NeighborWorks America, Field Operations Division/Northeast Region, is seeking a consultant to research and identify programs that focus on recruitment and/or leadership and skills development, in addition to strategies and opportunities currently in place to recruit and develop individuals, specifically to the community development field. Services will include assessment of programs, their rates of success, challenges, and potential for replication.

Detailed Description of Supplies/Services

NeighborWorks is seeking a consultant to provide:

- 1) Provide an inventory of at least 4 strategies, programs, opportunities currently in place to recruit individuals to apply for positions in the community development field.
 - From other industries
 - From colleges and universities
 - From national or statewide organizations

- 2) Provide an inventory of successful and replicable programs geared toward leadership development and/or technical skill development needed in the community development field. “Successful” programs might be defined as programs with measurable positive outcomes, programs which are recognized by industry peers as effective in achieving their goals, and/or programs with great demand. “Replicable” programs might be defined as programs with clear and transparent frameworks or flow charts, programs operated by institutions with a willingness and desire to share information on the program, and/or programs with publicly available documented processes.
 - Financial Institution programs
 - National programs
 - Statewide programs

- 3) Identify programs that are most successful and explain the reason for their success. This will include an analysis and comparison of programs researched, including specific insight regarding what specific components or elements of which programs might be identified as

core to the success of the program.

- 4) Consultant will provide written report detailing all programs/initiatives/strategies identified, with the most successful highlighted.

Delivery/Period of Performance

Deliverable	Timeframe	To Whom
1-3 meetings with internal staff to discuss the project and provide updates conducted either via phone or Zoom	July 15 – September 30	Joanie Straussman Brandon
Provide an inventory of at least 4 strategies, programs, opportunities currently in place to recruit individuals to apply for positions in the community development field	Written report due one week after the end of project October 4 th .	Joanie Straussman Brandon
Provide an inventory of successful and replicable programs geared toward leadership development and/or technical skill development needed in the community development field	Written report due one week after the end of project October 4 th .	Joanie Straussman Brandon
Identify programs that are most successful and why	Written report and oral presentation due one week after the end of project October 4 th .	Joanie Straussman Brandon
End of contract Debrief	One week prior to the end of contract	Joanie Straussman Brandon

Price proposal

The pricing portion of the quotation must include a price for each contract line item listed below, as well as any other applicable cost considerations:

Item #	Item Description	Unit	Quantity	Unit Price	Extended Price
001	1-3 meetings with internal staff to discuss the project and provide updates conducted either via phone or Zoom	Hour	2 – 6		
002	Research and provide an inventory of strategies, programs, opportunities currently in place to recruit individuals to apply for positions in the community development field	Hour	80 – 120		
003	Research and provide an inventory of successful and replicable programs geared toward leadership development and/or technical skill development needed in the community development field	Hour	80 - 120		
004	Identify programs that are most successful and why	Hour	20 - 40		
005	End of contract Debrief	Hour	Up to 2		

Submission of Questions and Quotations

Questions must be submitted electronically to KChu@nw.org **no later than 5:00 PM EST on Monday, July 22nd**. **Answers will be posted by Friday, July 26th**. Bidders will then be expected to submit technical proposal that addresses the Scope of Services and outlines plant options (size, style, planters, etc.) in designated placement areas via the NeighborWorks floor plan and/or in Adobe Acrobat.

Offerors shall provide sufficient written technical information that clearly demonstrates the necessary expertise and qualifications to fully satisfy the requirement, including but not limited to:

1. Key personnel
2. Approach, and methodology you will use to complete the work

The pricing portion of the quotation must include a breakdown of hourly rates and other direct charges explicitly communicating how the total price was derived.

Technical and Price proposals must be submitted electronically to KChu@nw.org **no later than 5:00 PM EST on Wednesday, July 31st**.