



LGBTQIA+ Coalition

REQUEST FOR PROPOSALS (RFP) FOR COALITION PLANNING AND LAUNCH CONSULTANT

RFP Release Date: November 17, 2023

Applications Due: December 22, 2023

SUMMARY

Since 2020, the LGBTQIA Coalition (the Coalition) has been meeting monthly to create a space where LGBTQ+ nonprofits, public sector, and community leaders connect, coordinate, and cooperate. The coalition was initially launched via a partnership between the LGBT Center of Greater Cleveland, Plexus LGBT & Allied Chamber of Commerce, and Equality Ohio. The group has made significant progress in its structure and operations over the past three years and is now poised for its next iteration and formalization. This Coalition could be a continuous space for cooperation, collaboration, advocacy, organizing, and support to ensure the broad Greater Cleveland LGBTQ+ community is supported, visible, and empowered.

The LGBTQIA Coalition, with support from The Center for Community Solutions (CCS)/AIDS Funding Collaborative (AFC) and the Cleveland Foundation, is seeking a skilled individual, firm, or constellation of firms to research, design, and recommend a formalized Coalition governance and operating structure, mission-vision-value proposition, and to provide launch and facilitation support of the proposed structure. This will also include some facilitation of a small workgroup of four to five from the Coalition as an ad hoc project management team.

CONSULTANT QUALIFICATIONS AND BACKGROUND

The individual(s)/firm(s) selected for this role will:

1. Gain an understanding of the national context, identify and summarize the structures and approaches of other LGBTQ+ coalitions with a recommend local structure;
2. Based on broad and inclusive stakeholder feedback, identify and propose mission, vision, and values statement;
3. Create formalized governance documents including membership guidelines, decision making structure, and general policies and procedures for a formalized coalition; and
4. Provide initial launch facilitation support.
 - a. Frequency and duration will be based on consultant recommendation.
 - b. Ongoing facilitation of the Coalition will be needed and there may be an opportunity for contract renewal, focused on facilitation, dependent on consultant performance and collective agreement of Steering Committee members.

Preferred background and values include:

1. Welcoming, engaging, and inclusive.
2. Rooted in a combination of community organizing, empowerment, racial equity, and inclusion.
3. Complex group facilitation and/or mediation experience.
4. Experience in coalition building with diverse sector partners (e.g., public, nonprofit, community member, private sector, etc.)
5. Ally and/or member of the LGBTQ+ community
 - a. Experience working with the LGBTQ+ community, strongly preferred.
6. Accessible and responsive.
7. Local to Northeast Ohio, strongly preferred.

This is not intended to be a full-time position. However, contract extension focused on continued Coalition establishment and facilitation is possible.

PROJECT BACKGROUND

Across the country, the LGBTQ+ community is under attack socially, culturally, and politically. Local collaboratives and coalitions have been spaces for the community to learn, advocate, organize, and think deeply about the entire LGBTQ+ community beyond individual organizational agendas. The role of our regional LGBTQIA Coalition has been a space to share information regarding upcoming events, receive public policy updates, and to discuss local issues impacting the community. There is a clear desire and energy amongst current membership to do more and to expand the impact, coordination, and depth of engagement within the Coalition. The collective believes that with additional operating capacity, structure, and a clearly articulated lens, the collective impact can be enhanced, and deeper relationships can be (re)built.

Thanks to Plexus LGBT & Allied Chamber of Commerce, the group uses BaseCamp for its collective communications and this channel will continue to be available to the Coalition and consultant throughout this process.

Scope, Roles, and Deliverables

A small group of LGBTQIA Coalition members will function as the ad hoc Project Committee and work closely with the consultant throughout the project until a formal coalition structure is put into place.

Project Goal	Anticipated Consultant Role	LGBTQ+ Project Comm. Role
Gather broad stakeholder and Coalition member feedback to identify possible areas of focus (e.g., policy and advocacy, alignment with regional needs assessment, etc.), operating preferences, and to craft a recommended Mission, Vision, and Values.	Identify and implement information gathering strategies which could include, but are not limited to, leadership interviews and/or surveys. Deliverable: A final summary with recommended focus areas and options for mission, vision, and values statements.	Provide a list with contact information of current Coalition members. Provide a list of non-members who's input the Project Committee feels will add value. Thought partnership, insights, data, and feedback.
Identify and recommend an operating structure based on national best-practices.	Conduct a national scan of local and regional LGBTQ+ coalition models and synthesize findings.	Thought partnership and feedback from Project Committee.

Recommendations should include components of membership, governance, and Coalition structure.	Deliverable: A summary of operating structures, lessons learned, and a recommendation for local Coalition structure.	List of other Coalition cities as a starting point for the national landscape.
Provide facilitation support for the startup/re-launch of the LGBTQIA Coalition.	Support the launch of the coalition by facilitating the seating of a leadership committee; provide meeting planning in cooperation with the committee; provide real time meeting facilitation support.	Provide a Steering Committee membership based on the recommended structure.

PROPOSAL GUIDELINES

Maximum proposal length, including title page, cover letter, proposal, qualifications, and budget should not exceed 15 pages, although shorter proposals are welcome. Please use no smaller than a 12-point font. All proposals should address the following:

Individual or Firm Profile

- Name, qualifications, education (if relevant), and experience of person(s) assigned to the project.
- Individual/firm experience and types of clients and projects.
- If the individual/firm plans to engage any other consulting firms or individuals to provide support on this project, please describe those partner(s) and the relationship in detail.

Process

- Description of the process the individual/firm proposes to use for this project.
- At least one example deliverable (e.g., final report, white paper, dashboard, facilitation guide, etc.) that was provided to a previous client, preferably on a similar project.
- A description of the anticipated or recommended deliverable(s) or product(s) the Coalition will receive during and at the conclusion of the process.

Experience

- Description of relevant experience, especially highlighting experience with collaboratives and/or working with the LGBTQ+ community.
- Description of other projects or comparable work by the applicant that may serve as a model or framework for this project.
- Names and contact information for three (3) references, preferably from partners in similar work.

Timeline

- A phased 4-to-6-month timeline with identified benchmarks, deliverables, and payment schedule.

ESTIMATED APPLICATION REVIEW TIMELINE

1. Applications are due by 5pm on Friday, December 22, 2023
2. Applicants moving to the in-person interview round will be invited by Friday, January 26th.
 - a. For those selected, in-person interviews will take place during the weeks of January 29th and February 5th.
3. Members of the LGBTQIA Coalition Interview Committee will communicate the final decision to all applicants by Friday, February 16th.
4. The project should begin in March 2024 and will likely conclude by September 2024.
 - a. Ongoing facilitation support of the Coalition will be needed and there may be an opportunity for contract renewal, focused on facilitation, dependent on consultant performance and collective agreement of Steering Committee members.

BUDGET

The maximum budget for this work is \$75,000.

If you are proposing an hourly rate contract, please provide the hourly rate, proposed total for the project, and any variables influencing total costs. If proposing a flat fee contract, please provide the proposed fee for the project and any variables that may impact the fee.

ORGANIZATIONAL BACKGROUND

The Center for Community Solutions (CCS) is a nonpartisan think tank focused on solutions to health, social and economic issues. Community Solutions' efforts are critical to the work and effectiveness of direct service organizations in Northeast Ohio.

The AIDS Funding Collaborative (AFC) strengthens the community's response to HIV/AIDS as a public/private partnership providing coordination, leadership, advocacy and funding in Cuyahoga County. The AFC is an unincorporated association housed within the Center for Community Solutions.

CONTRACTING GUIDELINES

The LGBTQIA Coalition is not an independent 501c3 organization and, as such, the contract will be operationally held and managed by The Center for Community Solutions.

- A contract executed between The Center for Community Solutions and the consultant will define payment terms and conditions.
- Provided Consultant has carried out Consultant's obligations hereunder on a timely basis and, provided CCS has received the funds for the purpose of paying for Consultant's services hereunder, CCS will pay compensation to Consultant for services based on a mutually agreed schedule, up to a total of \$75,000.
- Contractor will be required to submit signed contract plus completed IRS W9 and ACS forms for payment.
- Payments will be made within 30 days of receipt of a duly authorized invoice from Contractor.

INQUIRIES & APPLICATION SUBMISSION

Any RFP questions and application submission may be directed simultaneously to both:

Julie Patterson, Director
AIDS Funding Collaborative
The Center for Community Solutions
jpatterson@communitysolutions.com

Andrew Katusin, Responsive Grantmaking Officer
The Cleveland Foundation
Akatusin@clevefdn.org