Request for Proposal (RFP) - Business Process Redesign for Grant Delivery

Organization: Colorado Blueprint to End Hunger  
Location: Colorado, United States  
Proposal Submission Deadline: September 1, 2023  
Budget: $40,000  
Contact: Joël McClurg, Integration Director  
Email: jmcclurg@endhungerco.org

1. Introduction:

The Colorado Blueprint to End Hunger (Blueprint) is a multi-year plan to end hunger for all Coloradans, and an administrative partner of the Trailhead Institute, our fiscal sponsor. The Blueprint and its stakeholders collectively envision a Colorado where every person living here can access the food they choose, where they want it, when they need it.

The Blueprint is seeking proposals for a full Business Process Redesign (BPR) of our grant delivery process, focusing on our Food Pantry Assistance Grant (FPAG) as a model. The primary goal of this project is to gain insights into our current grant administration process, identify bottlenecks, improve efficiency, and ensure accessibility and equity in our grant-making process. We are interested in partnering with an experienced organization that can provide a detailed analysis and improvement plan, culminating in a comprehensive final report.

2. Project Description:

The selected consultant will conduct a thorough examination of our grant delivery process, starting with the FPAG as a representative example. This includes creating a process map to understand the existing workflow, identifying areas for improvement, and recommending technical tools such as grant software to enhance the process. The consultant will also assess staffing needs and determine the necessary full-time equivalents (FTE) required for an accessible and equitable grant-making process. Stakeholder interviews with relevant entities, such as our fiscal sponsor Trailhead Institute, community reviewers who help select awardees, and the FPAG evaluation contractor Alarus, are essential for comprehensive insights.

3. Submission and Deliverables:

Electronic submissions should be sent to Joël McClurg at jmcclurg@endhungerco.org no later than September 1, 2023. Proposals should include a detailed project timeline, budget, and relevant references or work products demonstrating the ability to deliver similar projects with a particular focus on ensuring equitable outcomes. The selected consultant will be expected to provide a full report outlining the current grant delivery process, including bottlenecks and identified areas for improvement, along with a detailed improvement plan that includes recommendations on specific grant management software and other tools necessary to improve our processes.
4. Evaluation Criteria:

Proposals will be evaluated based on the consultant’s experience in conducting similar business process redesign projects, the clarity and precision of the proposed work plan, and their track record of working with philanthropic or anti-hunger organizations with a particular focus on ensuring equitable outcomes. Preference will be given to organizations led by individuals from historically underserved communities.

5. Selection Process:

The Blueprint Program Office will review proposals following the deadline and make a decision no later than September 15, 2023. The awardee should be prepared to complete a contract with Trailhead Institute and begin work no later than October 31, 2023.

6. Budget and Payment Terms:

The total budget for this project is $40,000. The selected consultant will receive 50% of the payment at the project's commencement and the remaining 50% upon the successful completion and delivery of the final report.

7. Terms & Conditions of Contract:

The selected consultant will enter into a legally binding agreement with Trailhead Institute that lays out the scope of work, requirements for payment, etc. Including that the contract may be terminated by mutual agreement in writing, or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

Trailhead Institute is dedicated to providing equal opportunities for all employees and contractors based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute actively supports working with businesses owned and led by women, people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.

We look forward to receiving your proposal and partnering with an experienced organization that shares our commitment to creating a more accessible and equitable grant delivery process for the Colorado Blueprint to End Hunger.