REQUEST FOR PROPOSALS
for
One Roof
Stakeholder Assessment Consulting Services

Request for Proposals Issuance Date: 03/21/2024
Proposal Submission Deadline: 04/05/2024

One Roof
Attn: Michelle Farley
1515 6th Avenue South
5th Floor
Birmingham, AL 35233
www.oneroofonline.org
I. Introduction
One Roof announces its intent to seek proposals from experienced consultant(s) or consulting agencies interested in conducting a thorough stakeholder assessment through individual interviews and focus groups.

One Roof serves as the US Department of Housing and Urban Development’s Continuum of Care (CoC) entity for homeless services in Jefferson, Shelby, and St. Clair counties in central Alabama. Its mission is to equip and empower our community to prevent and end homelessness through advocacy, education, and coordination of services. One Roof achieves its mission through the collaborative efforts of its Continuum of Care member organizations and other stakeholders.

As part of its larger strategic planning process, One Roof is seeking consulting services to conduct a stakeholder assessment with its Continuum of Care members, community based organizations, and other identified stakeholders. The purpose of this stakeholder assessment is to gather feedback on the current state of the Continuum of Care, its network of partnerships, and future goals. The results will inform and guide further strategic planning.

II. Scope of Work
a. Consultant(s) will work and communicate directly with One Roof staff and Board Members to identify stakeholder groups.
b. Consultant(s) will conduct 10 individual interviews with identified stakeholders.
c. Consultant(s) will facilitate 5 focus groups comprised of additional stakeholders, including persons with lived experience of homelessness.
d. Consultant(s) will provide One Roof with a final report and summation of all activities completed.

III. Proposal Requirements
Interested applicants should submit the following:
a. Brief description and background of consulting agency
b. Resumes for key personnel / consultants and brief description of experience
c. List of other similar projects completed
d. Proposed budget for Scope of Work

IV. Proposal Submission
a. Submit proposals to Michelle Farley via email michelle@oneroofonline.org