



# Commission on National and Community Service

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Governor

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## REQUEST FOR PROPOSALS

### **Project**

The New York State Commission on National and Community Service (the Commission) seeks the service of a trainer/facilitator expert in the area of Volunteer Generation/Management during the months of March – September 2015.

### **Background**

The NYS Volunteer Generation program is a new initiative, starting in March 2015, with five grantee agencies located in various cities across New York State. This initiative is focused on assisting New Yorkers in economic need, by engaging committed volunteers, especially in the topic areas of hunger and homelessness. Grantee agencies are required to work with local partner agencies, building their volunteer generation/management capacity, while helping them to recruit and place committed volunteers.

The following link takes you to the Request for Proposals to which the Commission's sub-grantees responded: [www.newyorkersvolunteer.ny.gov/docfiles/VGF%20RFP%20Final%20103114.pdf](http://www.newyorkersvolunteer.ny.gov/docfiles/VGF%20RFP%20Final%20103114.pdf)

### **Responsibilities**

The successful bidder will

- Provide a two-day Volunteer Management/State Contracting training, in cooperation with staff of the Commission, early in the month of March. The first day will be led by Commission staff, who will focus on NYS Grants Management issues, project deliverables, setting a calendar with expectations, etc. The consultant will be expected to manage the flow of the day, facilitate conversations and keep notes for follow-up. Day two will be a working session, facilitated by the consultant, which will lead to the development of a required pre/post -test of the volunteer management capacity of partners of funded agencies. Funded agencies will participate throughout the two days. Dates and location of this meeting are to be determined.
- Provide one-on-one technical assistance to each grantee through September 2015. The Technical assistance will include at least one phone call/in person visit per month with each of the five grantee agencies, assistance with their analysis of pre-test results, including capacity needs of partner agencies, research/development of planning, start-up and training documents, as well as communication with Commission staff.
- Research, develop and implement a web-based information sharing platform, which will be accessible to New York State's Volunteer Generation grantees and Commission staff. The consultant will be expected to regularly provide best practice and industry approved information to be shared with all those participating in the project. Please include the costs for this platform in the budget request.

### **Selection Criteria**

Reviewers will determine how well the bidder has addressed the following criteria:

- Responsiveness to Request: 0 to 15 points- The proposal responds to the project specification as stated in this request. The proposal reflects an understanding of New Yorkers Volunteer/Volunteer Generation Fund priorities, needs and goals as described in the attached RFP.
- Training Activities Development: 0 to 15 points- Activities and materials to be developed correspond with the identified objectives.

- Schedule for Delivery of the Training: 0 to 5 points- The schedule includes a complete and realistic description of project delivery dates for activities, including appropriate time for clearances and revisions, and project evaluation and report production. It is responsive to the Procurement requirements.
- Evaluation: 0 to 5 points- The evaluation of training outcomes are clearly described.
- Expertise of Organization and Staff: 0 to 15 points- The proposal demonstrates that the bidder has sufficient prior experience, expertise, and capacity for successful project implementation, and describes the role and expertise of any subcontractors/consultants. References should verify the expertise of the bidder in context with the proposed scope of training. In conjunction with the review of each proposal, New Yorkers Volunteer will contact the bidder references. Up to two telephone calls will be made to each reference, and each reference will be given three business days to respond.
- Financial Analysis: 0 to 35 points. The proposed budget corresponds with the funds available and is directly related to the proposed activities.
- Overall Quality: 0 to 10 points- The proposal is concise and presents ideas and plans in an organized fashion. Completion of the project, as proposed, is clearly defined, manageable, and workable.

### **Proposal Requirements**

Interested bidders are asked to submit a written proposal of no more than ten double-spaced pages, outlining a detailed work plan for the training in March, the technical assistance through the period and the plan for the web-based information sharing platform. A resume and at least three professional references are required. Documentation of prior experience is also encouraged, including sample meeting agendas/curricula used.

### **Payment**

The New York State Commission will enter into an agreement with the successful bidder at a rate of no more than \$30,000, including travel expenses, within New York State guidelines. The Commission will provide space and other support for trainings and other meetings.

### **PROPOSALS MUST BE RECEIVED BY: 5 pm February 20, 2015**

Please email your proposal to [NewYorkersVolunteer@NewYorkersVolunteer.ny.gov](mailto:NewYorkersVolunteer@NewYorkersVolunteer.ny.gov) with the subject line "Volunteer Generation Training Proposal" or fax it to 518-402-3817. Please contact the Commission Office at 518-473-8882 with any questions.