

## Strengthening Communities: Nonprofit Organizational Capacity Building

### ***Spalding County Collaborative Authority for Families & Children, Inc. Request for Proposals (RFP) Process***

Jan 21	F	Convene grants committee for process orientation
Feb 1	AA	Post RFP on website
Feb 1	AA	Announce posting of RFP via blast e-mail, media outlets
Feb 2	PD	Conduct bidder's conference
Feb 2-23	PD	Provide RFP technical assistance via e-mail & website
Feb 8	PD&E	Provide on-site RFP technical assistance (Meriwether County)
Feb 9	PD&E	Provide on-site RFP technical assistance (Spalding County)
Feb 24	AA	Close RFP at 11:59 p.m.

### **Screening Process**

Feb 25-28	PD&E	Screen proposals for accuracy and completeness
Mar 1	AA	Upload successful proposals to on-line grants management system (GMS)
Mar 1	AA	Create on-line tracking sheet for each proposal
Mar 1	AA	"Share" proposals and tracking sheets with internal end users

### **Technical Review Process**

Mar 1	F	Assign three proposals to each technical reviewer;
Mar 1	F	Make "public" the proposals, RFP, criteria rating form, summary form for reviewers
Mar 1-10	R	Read proposals and enter comments and scores on-line

### **Selection Process**

Mar 11-18	GC	Read reviews and vote on-line for 40 sub-award nonprofit organizations
Mar 19	F	Convene grants committee to finalize selection and recommendation of 40 sub-awards
Mar 19	F	Record votes in GMS for each selection with notation of conflict of interest abstention(s)

### **Approval Process**

Mar 23	F	Present recommendations to Spalding Collaborative board of directors for approval
Mar 23	AA	Record votes in minutes with notation of conflict of interest abstention(s)
Mar 24-26	PD	Execute memorandum of agreement between NPOs sub-awards and collaborative
Mar 31	ED	Issue first of three payments to sub-award NPOs

AA – administrative assistant	F – review & selection facilitator	PD – project director
E – project evaluator	ED – executive director	R – technical reviewer
GC – grants committee		