



Request for Proposals (RFP) for Organizational Assessment Services

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1. Introduction:

The Good Food Collective (GFC) is soliciting proposals from qualified consulting firms to conduct an organizational assessment. The purpose of this assessment is to provide an in-depth evaluation of our organizational structure, processes, and practices to identify strengths, weaknesses, and opportunities for improvement. The insights gained from this assessment will inform strategic decision-making and enhance the effectiveness and impact of our programs and operations.

2. Background:

The Good Food Collective (GFC) works in deep partnership with stakeholders across Southwestern Colorado to build an equitable and vibrant regional food system. We believe that a healthy regional food system creates economic opportunities for rural areas, stewards our environment, creates jobs, ensures that EVERYONE in our community has access to nutritious, dignified food, and builds the backbone of a vibrant community. Through various initiatives, including local farmer partnerships, educational programs, and community outreach efforts, we strive to create a more equitable and sustainable food system. As we continue to grow and evolve, we recognize the importance of periodically assessing our organizational capacity and effectiveness.

The Good Food Collective was founded in 2018 and is a fiscally sponsored program operating under the fiscal agency of Onward! A Legacy Foundation. We have eight permanent employees supplemented by 5-8 seasonal staff. The GFC has a 2024 operating budget of \$1.2 million.

3. Scope of Work:

The selected consulting firm will be responsible for conducting a comprehensive organizational assessment, covering the following key areas:

- **Organizational Structure:** Evaluate the current organizational structure, including governance, leadership, roles, and responsibilities. Within this, we are interested in exploring whether or not to shift from our current fiscal sponsor to become an independent entity.
- **Program Effectiveness:** Assess the impact and outcomes of our programs and initiatives in relation to our mission and objectives.
- **Operations and Processes:** Review key operational processes, workflows, and procedures to identify areas for improvement and efficiency.
- **Stakeholder Engagement:** Evaluate our engagement strategies with stakeholders, partners, and the broader community.
- **Financial Management:** Review financial practices, budgeting processes, and resource allocation strategies.
- **Technology and Data Management:** Assess the adequacy of technology infrastructure and data management systems supporting our operations.
- **Human Resources:** Evaluate HR policies, practices, and staff capacity, including recruitment, training, and retention.
- **Diversity, Equity, and Inclusion (DEI):** Assess our commitment to diversity, equity, and inclusion within the organization and our programs.

4. Deliverables:

The consulting firm will be expected to deliver the following outputs:

- Comprehensive assessment report detailing findings, observations, and recommendations for improvement in each area identified in the scope of work.
- Presentation of assessment findings to the GFC leadership team and key stakeholders.
- Actionable implementation plan outlining specific steps, timelines, and responsible parties for addressing identified areas for improvement.

5. Qualifications:

Consulting firms submitting a proposal should possess the following qualifications:

- Demonstrated experience in conducting organizational assessments for non-profit organizations or similar entities.
- Expertise in organizational development, program evaluation, strategic planning, and performance improvement.

- Strong analytical skills and the ability to synthesize complex information into actionable recommendations.
- Excellent communication and facilitation skills.
- Commitment to diversity, equity, and inclusion principles.

6. Proposal Submission:

Interested consulting firms are invited to submit their proposals by May 5th at 11:59pm.

Proposals should include the following:

- A narrative no more than 4 pages long that:
 - Highlights your relevant experience and qualifications.
 - Details your approach and methodology for conducting the organizational assessment, including a detailed work plan and timeline.
- In addition to the narrative, please include:
 - A proposed budget breakdown, including all costs associated with the assessment.
 - Contact information for references from previous clients.
 - 1-3 samples of relevant prior work products (hyperlinks are great)

7. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Consulting firm's qualifications and experience.
- Clarity and comprehensiveness of the proposed approach and methodology.
- Feasibility of the proposed timeline and work plan.
- Cost-effectiveness of the proposed budget.
- Quality of references and past performance.

8. Timeline:

- RFP Issuance: April 15th
- Proposal Submission Deadline: May 5th at 11:59pm
- Contract Award: May 31st, 2024
- Commencement of Organizational Assessment: June 15th, 2024

9. Maximum Award Amount:

- \$26,000

10. Contact Information:

All inquiries and submissions should be directed to:

Laure Ames

Good Food Collective

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970-317-2237
foodsecurity@goodfoodcollective.org

The Good Food Collective reserves the right to accept or reject any proposal received, in whole or in part, and to waive any informalities or irregularities in the proposal process. This RFP does not commit the Good Food Collective to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request.