

**Overview**

America's Service Commissions (ASC) is the national association of the 52 governor-appointed state and territorial service commissions. Combined, state service commissions administer 75% of the nation's AmeriCorps State and National funding in addition to promoting national service and volunteering in their respective states. The mission of ASC is to lead and elevate the state service network.

ASC is seeking a provider to facilitate to support two objectives. One is to support a cohort of state service commissions to develop templates and tools that support outreach to higher education institutions. Second, is to work with ASC to create an external facing publication highlighting ways higher education institutions can partner and leverage AmeriCorps programming and resources to meet their mission.

**Service to be Provided**

Objective 1: The selected provider will lead and support a cohort of approximately six state service commissions through a live web-based cohort. The provider will develop template tools to communicate with higher education institutions about opportunities to partner and leverage national service with a focus on work study, providing enrollment preferences for those who serve, matching the AmeriCorps education award and other relevant benefits. The consultant will assist the commissions in identifying relevant contacts including state- and territory-based associations to partner/communicate with.

Objective 2: The selected provider will lead and support ASC staff through remote communication and meetings. The provider will assist in gathering information and lead in the creation of a publication that highlights ways higher education institutions can partner with state service commissions and AmeriCorps. Design work related to this publication will be handled by ASC.

The provider should have a background and experience in training and coaching on topics related to AmeriCorps programming and higher education, experience delivering web-based trainings, excellent customer service, communication skills, and the ability to work independently.

The provider may propose utilizing their own webinar technology or request ASC to facilitate webinar technology using the Zoom platform.

**Anticipated Timeline**

February 27	Request for Proposals Issued
March 17	Proposals Due
March 31	Provider Selected
April 10	Contract and Work Begin
December 31	Project Work Completed

**Criteria for Selection**

- Demonstrated experience and knowledge relevant to the project(s).
- Demonstrated experience in providing training and technical assistance.
- Proposal outlines recommended timeline for work and proposed activities.
- Cost-effective proposal.

**Proposal Submission**

Proposals should be submitted as PDFs via [email to Naejla Walton](#).

Proposals must be received no later than Friday, March 17 at 5:00pm ET. Any proposal received after this deadline may be rejected.

Proposals should not exceed 10 double-spaced pages and should include:

- The proposed plan (activities and timeline).
- A cost proposal, not to exceed \$30,000.
- Sufficient information regarding the service provider to enable ASC to make a judgement regarding the service provider's ability to perform the services outlined above.

Service providers are invited to submit written questions and requests for clarifications regarding this Request for Proposals. The questions and requests for clarifications must be in writing and received at the ASC email address noted above before midnight ET on Wednesday, March 8.

ASC reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and/or to cancel this Request for Proposals at any time prior to the execution of the written contract.

The costs of preparation and delivery of the proposal are solely the responsibility of the service provider.

By submitting a proposal, the service provider agrees that it will not bring any claim or have any cause of action against ASC based on any misunderstanding concerning the information provided herein or concerning ASC's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

Notice of intent to award the contract will be sent to all service providers submitting a timely proposal. Negotiation and execution of contract(s) with the successful service provider shall be complete, where possible, no later than 30 days prior to services being executed.

**For further information contact:**

Naejla Walton

Operations Manager, America's Service Commissions

[nwalton@statecommissions.org](mailto:nwalton@statecommissions.org)