



Request for Proposals Assessment Rubric

Overview

America's Service Commissions (ASC) is the national association of the 52 governor-appointed state 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 develop a state service commission organizational assessment rubric, by which commissions can assess their capacity and opportunities for improvement.

Service to be Provided

The selected provider will work in partnership with ASC staff and a small work group of commission staff to develop and beta test the assessment. The provider will develop a process design, timeline, develop the assessment tool/rubric, beta test the tool, and develop recommendations for implementing the tool. A sample of the type of assessment rubric we are looking at can be [viewed here](#).

As part of implementation recommendations, the provider will detail how the tool can be used by multiple users at one organization and create an aggregate summary of results and provide recommendations on what technology can be used to streamline the implementation.

ASC will provide the selected provider a copy of the ASC State Service Commission Strengths Accelerator framework, which identifies key elements of commission work, requirements, and best practices. The Strengths Accelerator framework is used for in-person peer-led technical assistance visits with state service commissions and we believe it can be a starting point to create a commission assessment tool.

The provider should have experience developing organizational capacity assessments and ideally understand the work of state service commissions. The provider should have excellent customer service, communication skills, and the ability to work independently.

Anticipated Timeline

March 8	Request for Proposals Issued
March 31	Proposals Due
April 15	Provider Selected
May 1	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 nwalton@statecommissions.org.

Proposals must be received no later than Thursday, March 31 at 5:00 p.m. 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 \$25,000.
- 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 Monday, March 24.

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:

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