**Governance Structure Research for Pueblo Food Project’s Future**

**Request for Proposals**

**Released: April 12, 2023**

**Submittals Due: May 1, 2023**

**Summary:**

The Pueblo Food Project (PFP) is requesting Proposals from qualified consultants to research and create a report to better understand the options for governance structure change pertaining to fiscal sponsorship, 501c3 status, or other fiscal options.

In partnership with Civic Canopy, Pueblo Food Project has been investigating governance structure options for PFP to adhere to. Over the past year, research has been conducted to evaluate the top priorities that PFP should focus on to create the most sustainable future for PFP. One of these is evaluating and changing our governance structure to fit the needs of the coalition.

We request proposals to include two phases of work. Phase two work is not guaranteed. However, we would like to work with a firm that can offer services for both phase one and phase two, should the coalition make a decision to move forward with an organizational change.

**Deliverables:**

Phase 1 - Applicants will be expected to work 100-150 hours on Phase 1.

1. Adhere to work plan as designated by Pueblo Food Project
2. Develop a single report that includes:
   1. Evaluate needs/barrier and pros/cons of existing fiscal model between the City of Pueblo and Pueblo Food Project
   2. Evaluate needs/barriers and pros/cons of becoming a 501c3 non profit organization
   3. Evaluate needs/barriers and pros/cons of finding a new fiscal sponsor
   4. Evaluate needs/barriers and pros/cons of finding of possible other options of fiscal structures
   5. Include recommendations for fiscal sponsors and the pros/cons of working with each entity (ex. Trailhead Institute, PDPHE, Fuel & Iron, RMSER, United Way, and others)
   6. Research and recommend a tool to help the Pueblo Food Project Governance Group make a decision on future structure
3. Present a final report with all above information to the Governance Priority Group no later than June 2023. The governance group will discuss and choose the governance structure that will be implemented for the Pueblo Food Project.

Phase 2 - Should the work of Phase 1 be successful, the applicant may be invited to complete Phase 2.

1. Complete necessary work to implement the chosen new governance structure
   1. Write bylaws, decision making procedures, and organizational structure with the help of the governance group
   2. Create timeline for implementation: including expected time to complete, milestones, and communication plan
   3. Provide checklists to ensure protocols established are easily followed and tracked
   4. Develop reporting templates and other tools to systemize governance policies and procedures including evaluation tools
   5. Provide necessary training on all established policies, procedures, and evaluation functions
2. Research scalability potential for Pueblo Food Project
   1. How can we grow sustainably?
   2. Possible revenue streams (donation, grant, etc)
   3. Budgets for staffing

**Qualifications**

* Are you an experienced leader?
* Do you have demonstrated understanding of nonprofit & government structures?
* Do you have demonstrated experience in conducting research?
* Do you embrace complexity and conflict with compassion, curiosity, and humility?
* Do you have an eye for cultivating healthy cultures and justice-oriented organizational systems?
* Are you skilled at leading strategic planning processes that are also realistic, engaging,
* and fun?
* Have you facilitated this type of work using a combination of consensus-based decision making and voting?
* Do you have demonstrated understanding of the Pueblo Food Project?

**Budget**

Please include a budget table that outlines activities and hours needed to complete each activity for phase 1 and for phase 2. Phase 1 work shall not exceed a total of $10,000.00. The maximum hourly rate for this project shall not exceed $67.00 per hour. A max budget for Phase 2 will be developed based on the proposed amount of work hours and hourly pay from applicants, and will depend on successful completion of phase 1 work, and the availability of funding at the time phase 2 work may begin..

**Proposal Requirements**

* **Bidders must submit their bid with the following sections**
  + Statement of purpose
    - Why do you want to do this work?
  + Qualifications and relevant experience
    - What qualifications do you possess that lead you to believe you are qualified to successfully develop this report?
    - Have you completed community work similar to this before?
  + Proposed project plan
    - What is your plan of action to complete this work?
    - What resources will you provide? (ex. research tools)
    - What resources will you need? (ex. contact lists, data)
  + References
    - Please include the name, email, and phone number of three references that can speak to your ability to do this work
  + Proof of Insurance Coverage
    - The minimum insurance coverage which Consultant shall obtain and keep in force is Workers' Compensation Insurance complying with statutory requirements in Colorado and in any other state or states where the work is performed. The Workers’ Compensation Insurance policy shall contain an endorsement waiving subrogation against the Client. The consultant shall provide a Certificate of Insurance to the PFP upon award of the project. (if applying as an individual the city will provide a waiver instead of using proof of insurance).

**Those interested in responding to this RFP are asked to send an email stating the intent to submit a proposal via email to Megan Moore at** [**megan@pueblofoodproject.org**](mailto:megan@pueblofoodproject.org)**. Questions on this RFP will be accepted through April 26, 2023 via email to** [**megan@pueblofoodproject.org**](mailto:megan@pueblofoodproject.org)**.**

***Thank you for your interest in supporting the Pueblo Food Project.***