

Community Organizing and Family Issues (COFI) Request for Proposal

RFP: Data Strategy/System Design and Implementation

Organization Background:

Founded in 1995, Community Organizing and Family Issues (COFI) is a non-profit organization that exists to strengthen the power and voice of low-income families at all levels of public life – from local institutions and communities, to city, state, and national policy arenas. To achieve that mission, COFI has developed a unique leadership development training and community organizing model, *The COFI Way*, which brings low-income parents of color into public life, often for the first time. Over the past 28 years, COFI has engaged over 5,200 low-income parents in winning improvements they define as priority, such as school quality, school/neighborhood violence, and family economic security issues.

COFI also is lead agency and fiscal sponsor for a national network of parent leaders and organizations, United Parent Leaders Action Network, UPLAN – that includes 35 parent leadership organizations across the United States.

Project Description:

COFI and UPLAN both seek to build an organizational data strategy through the design and implementation of an outcomes tracking system. Through a thoughtful and intentional design process, COFI and UPLAN seek to enhance their current data tracking systems to prove impact via efficient and comprehensive data collection processes and streamlined technology solutions.

The anticipated system will track activities, participants, interactions, and outcomes – to help measure the impact of programs and allow staff to make better data-driven decisions. While the COFI and UPLAN data needs are similar, there are some distinctions such as scale, data points, data uses, and more.

Project Objectives/Deliverables:

- Design a scalable and flexible data strategy plan/roadmap to best capture/demonstrate impact of COFI and UPLAN.
- Create and/or select an organizational outcomes tracking system, including the use of automation opportunities and technology/non-technology solutions to best streamline the quantitative and qualitative data collection needs of COFI and UPLAN (does not need to be the same system).
- Lead the set-up and implementation of the new outcomes tracking system(s) and platform(s), including the creation of systems of accountability.
- Train COFI and UPLAN staff on new data platform and processes, including how to input quantitative and qualitative data and schedule for inputting data into the system.
- Determine data visualization tool/platform for COFI and UPLAN that easily integrates with existing tools.
- *Optional* – Clean and migrate data in existing platforms to new data systems.
- *Optional* – Integration of project management capabilities (UPLAN only).

Project Budget:

\$ 10,000 – 15,000

If this might be a good fit for your work, but you have additional budget considerations, please contact us to discuss.

Timeline:

- RFP release date – February 22, 2024
- Application Due Date – March 22, 2024
- Anticipated Selection of Vendor – April 15, 2024
- Anticipated Period of Performance –
 - o April – May 2024: Data strategy design and outcomes tracking system/processes recommendation
 - o May – July 2024: Data clean-up, data migration, and system/processes implementation
 - o August 2024: Train staff on new system/processes

Key Decision Drivers:

The selection will be dependent on:

- Total cost of ownership, including costs to design, implement, and maintain. Vendors are encouraged to discuss the total cost of ongoing ownership and maintenance.
- Experience working with non-profit organizations to develop data strategy plans and implementing outcomes tracking systems. Familiarity with community organizing is a plus.
- DEI vendor statement

Submission Instructions:

Proposals are due by March 22, 2024. If interested but need an extension, to adjust the timeline, or have other budget considerations, please contact us to discuss.

To be considered, proposals must be emailed to: asnodgrassmukanda@cofionline.org.

Please submit the following information:

- Organization/business background and overview
 - o Please include the racial/ethnic and gender demographics of your business/organization's staff and leadership.
- Statement outlining experience and qualifications to undertake this project
- Methodology
 - o What is your overall model and approach?
 - o How will the work be organized and managed?
 - o Describe the activities the Respondent will undertake to complete the scope of work.
- Deliverables, project milestones, and overall timeline
 - o Provide a project plan and timeline for completing all proposed deliverables.
 - o Provide key activities and outputs, beginning and end dates for each, and the point person.
- Project team members

- Describe the overall qualifications and background to carry out a project of this nature and scope.
 - Share information about similar projects you have done with other non-profit organizations.
- Pricing
 - Outline all project costs including the costs to design the data strategy, clean/migrate data to new system, and set-up/implement the new system.
- References
 - Provide information for at least three references. Must include brief descriptions of work done, the organization's name, specific contact person name, address, phone number, and email address.

For any RFP-related questions or clarifications, please contact:

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