REQUEST FOR PROPOSALS – PARTNERSHIP MANAGEMENT SERVICES

ABOUT LINKINGLEADERS PARTNERSHIP
The LinkingLeaders Partnership is a cross-racial, cross cultural partnership that brings together four networks of leaders in the Indigenous, Black, Asian, and Latinx communities. A shared effort of the African American Leadership Forum, Coalition of Asian American Leaders, Latino LEAD, and Tiwahe Foundation, LinkingLeaders focuses on strengthening connections across our networks and between Indigenous, Black, Asian and Latinx leaders in order to increase our shared leadership and solidarity practices so that we can advance powerful systems change work that aims to achieve racial justice and equity.

INTRODUCTION & BACKGROUND
The LinkingLeaders Partnership is soliciting proposals from qualified consultant(s) to provide overall management and support for its Partnership work from January – May, 2021.

SUBMISSION GUIDELINES & REQUIREMENTS
The following submission guidelines & requirements apply to this Request for Proposal:

1. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders must list at least two projects that are similar to this project as part of their response, including references for each. Examples of work should be provided as well.
3. A proposal must be provided that provides an overview of the proposed work, as well as resumes of all key personnel performing the work.
4. A price proposal must be provided and should indicate the overall price for the project, as well as hourly rates and an estimated total number of hours, should LinkingLeaders decide to award a contract on an hourly rate basis.

DEADLINE FOR SUBMISSION
Proposals must be emailed to linkingleaders@caalmn.org by 5:00 PM CT on Friday, December 18, 2020 to be considered.

SCOPE OF WORK
Partnership Management
The Consultant(s) will provide partnership management support to carry out LinkingLeaders Partnership’s established goals, and for the implementation of the Practicing Solidarity Framework strategies that aim to:
- Deepen understanding of interconnected and divergent histories of the peoples making up the 4 networks,
- Build, grow and strengthen relationships across network board, staff and members, and
● Share **resources** between and among the organizations to advance shared goals.

The Consultant(s) will work with the Executive Team to ensure that the following areas:

● Provide coordination, facilitation, planning services,
● Carrying out activities to advance the strategies that have been developed to meet the goals,
● Develop relevant communications and reports on the work of Linking Leaders to a variety of stakeholders,
● Support the development needs of the Partnership,
● Represent the Partnership with other efforts,
● Manage the work of the Solidarity Team and the Leadership Community of Practice, and
● Build community relationships for Partnership growth.

Specifically, the Consultant(s) will provide support and manage of the following:

● **Executive Team Support**
  The Executive Team meets monthly to review progress towards Partnership goals, plan, and develop strategy and direction of the work. The consultant will support this work through coordinating, convening and facilitating the group and executing on the work.

● **Practicing Solidarity Framework Implementation**
  The framework strategies are carried out in the work of the Solidarity Team and the Leadership Community of Practice. Both of these groups meet regularly to carry out projects and events related to the strategies and are supported by this Consultant(s). Additionally, the Consultant monitors progress and work of the two teams and helps ensure interactions between the teams and the Executive Team.

  o The Solidarity Team is made up of two representatives from each organization who will serve until May 2021. This group is charged with identifying opportunities and projects that build and facilitate the building of relationships across the member networks in efforts to build solidarity. The Solidarity Team plans the annual Racial Equity Townhall and will participate in a retreat to brainstorm additional opportunities for bringing together network members.

  o Leadership Community of Practice documents, records and shares learnings and practices that explore what Leadership for Race Equity looks like. They are working on developing: Historical Analysis, Access, Support/Mentorship, and Success of BIPOC leaders. Additionally, they are exploring what a practice of solidarity that go beyond Diversity, Equity and Inclusion, Employee Resource Groups, bias training, personal learning, and racial representation could be in order to would enable BIPOC leaders to succeed and enable institutions to address power systems that embed white advantage.
Partnership Growth
To carry out our work, LinkingLeaders recognizes the need to build and maintain partnerships in the community that are committed to addressing systemic failures in support BIPOC leadership and therefore failing to change outcomes for BIPOC communities. The Consultant(s) will assist by initiating conversations with potential organizations that align with LinkingLeaders goals and objectives.

RFP & PROJECT TIMELINE
- Proposals are due: Friday, December 18, 2020 at 5PM CT
- Projected start date: January 4, 2021.
- Project Completion date: May 31, 2021.

BUDGET
The total budget for the project is $30,000 from January 1, 2021 – May 31, 2021.

PROPOSAL EVALUATION FACTORS
LinkingLeaders will rate proposals based on the following factors:
1. Understanding of and commitment to social justice and racial equity
2. Usage of asset-based and culturally sensitive approaches and methodologies
3. Relevant past performance and experience, especially working across Indigenous, Black, Asian and Latinx communities
4. References
5. Cost
6. Technical expertise and experience

LINKINGLEADERS CONTACT
The contact responsible for ensuring the deliverables are satisfactorily achieved by the Consultant is:

Bo Thao-Urabe, Executive & Network Director, CAAL
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