

## EXHIBIT D

### TRAINING PROGRAM REQUIREMENTS STATEMENT OF WORK SUMMARY

#### **Objectives**

Contractor is expected to:

- Develop and implement a comprehensive training program for nonprofit corporations and charities in Washington State;
- Elevate nonprofit practice across Washington, particularly among nonprofit organization board members in the areas of board governance, finance, and regulatory issues;
- Provide virtual, in-person and self-directed trainings;
- Engage and support hard-to-reach communities, such as immigrant communities, communities of color, and rural communities in a culturally competent way;
- Identify and engage with charities working with traditionally underserved communities to identify and meet the training and outreach needs of those charities and their boards;
- Brand materials and trainings with Contractor and OSOS logos and contact information;
- Attend and participate as a non-voting member of the Charitable Advisory Council created under RCW 19.09.550 (it is anticipated that there will be four meetings per year, three conducted virtually and one in-person);
- Timely provide all deliverables; and
- Communicate lessons learned to OSOS

#### **Outcomes**

The Contractor's success in meeting stated objectives will be measured through the following:

- Results of Contractor's post-training surveys, performed three (3) months after each virtual and in-person training;
- Indicators of improvement in key measures of nonprofit practice, including board effectiveness, financial well-being, compliance measures, and level of planning;
- Quantity and diversity of nonprofit customers (individuals and organizations) engaged, including those in "hard-to-reach" areas; and
- Quantitative and qualitative data trends.

**Training Criteria** – Contractor will provide:

- A certain number of trainings should be completed by June 30, 2022.
- A certain numbers trainings should be completed between July 1, 2022 and June 30, 2023.
- Provide in-person trainings, throughout the State, including rural and immigrant areas.

The above criteria provides a summary of what the Apparent Successful Contractor is expected to provide during the duration of the Contract. When completing the technical proposal portion of the

RFP, additional elements to consider include communication, in-person trainings, virtual trainings, online learning platforms, conferences, and data collection.

**Communications**

**In-Person Trainings**

**Virtual Trainings**

**Online Learning Platforms**

**Conferences**

**Data Collection**

**Quantitative data for all trainings/events**

**Quantitative data regarding repeat participants**

**Quantitative data regarding overall trends**

**Qualitative data**

**Project Management**

**Reports**

**Invoice Periods** – For each Invoice period, contractor agrees to provide a list of actual trainings delivered to submit with invoice for payment.

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