

STATEMENT OF WORK

SUMMARY

Objectives

The Contractor is expected to:

- Develop and implement a comprehensive training program for nonprofit corporations and charities in Washington State;
- Timely provide all deliverables;
- Elevate nonprofit practice across Washington, particularly among nonprofit organization board members in the areas of board governance, finance, and regulatory issues;
- Provide 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;
- Brand materials and trainings with Contractor and OSOS logos and contact information; 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 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, 2020.
- A certain numbers trainings should be completed between July 1, 2020 and June 30, 2021.
- Provide in-person trainings, throughout the State, including rural and immigrant areas.

The above criteria provides a summary at what the successful bidder 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 Platform.

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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