

Request for Proposals (RFP)

Organizational Capacity Building and Systems Development Consultant

Issued By: Rebuilding Together Fox Valley

Proposal Due Date: 9:00am August 3, 2026 (earlier submitted proposals welcomed)

Contract Period: July 2026 – May 2027

Budget: \$40,000

About Rebuilding Together Fox Valley

For more than 25 years, Rebuilding Together Fox Valley (RTFV) has provided critical home repairs, accessibility modifications, and safety improvements for low-income homeowners throughout Northeast Wisconsin. We serve older adults aging in place, individuals with disabilities, families with young children, and veterans.

Our mission is simple: Repairing homes, revitalizing communities, and rebuilding lives.

As the organization undergoes a significant leadership transition, we have identified a need to strengthen internal systems, documentation, and operational infrastructure to ensure long-term sustainability and continued growth.

Project Overview

RTFV seeks proposals from qualified consultants or consulting firms to support a comprehensive organizational capacity-building initiative. The selected consultant will work alongside staff to assess current operations, document institutional knowledge, develop standardized systems and procedures, strengthen grant management practices, and provide staff training.

The goal of this project is to create sustainable operational infrastructure that improves efficiency, reduces organizational risk, and allows staff to focus more time on mission delivery.

Project Objectives

The selected consultant will assist RTFV in achieving the following objectives:

Organizational Assessment

- Review current operational systems, workflows, and organizational practices.
- Identify inefficiencies, gaps, bottlenecks, and areas of organizational risk.
- Evaluate current documentation, knowledge management, and staff onboarding processes.

Systems and Process Development

- Develop and document standardized procedures and workflows across key operational areas.
 - Homeowner application process (from application to completed repairs)
- Create accessible and user-friendly documentation systems.
- Recommend tools and practices that improve efficiency and continuity.
 - Organization uses Salesforce and Microsoft 365 and will keep these systems.

Grant Management Capacity Building

- Assess current grant administration, compliance, reporting, and recordkeeping practices.

- Develop standardized grant management procedures.
- Create tools, templates, calendars, and tracking systems to improve compliance and reporting.

Documentation and Knowledge Management

- Develop organizational documentation that survives staff and leadership transitions.
- Create centralized repositories for policies, procedures, forms, templates, and operational guidance.
- Establish documentation maintenance procedures.

Training and Implementation

- Train staff on newly developed systems and processes.
- Provide implementation support and change-management guidance.
- Develop recommendations for long-term sustainability and continuous improvement.

Desired Deliverables

At a minimum, the consultant should provide:

1. Organizational Assessment Report
2. Process Mapping for Key Organizational Functions
3. Standard Operating Procedures (SOPs) Manual
4. Grant Management Policies and Procedures Manual
5. Centralized Documentation Framework
6. Staff Training Materials and Sessions
7. Final Recommendations and Sustainability Plan

Additional deliverables may be proposed by applicants.

Anticipated Outcomes

By the end of the project, Rebuilding Together Fox Valley expects to achieve:

- Fully documented organizational workflows and procedures.
- Improved grant management and compliance systems.
- Reduced administrative burden on staff.
- Increased organizational resilience during staff and leadership transitions.
- Improved operational efficiency.
- Greater staff capacity to focus on homeowner services and program delivery.
- A stronger foundation for future organizational growth.

Consultant Qualifications

Qualified applicants should demonstrate experience in one or more of the following areas:

- Nonprofit operations and management
- Organizational development
- Capacity building
- Process improvement
- Knowledge management
- Change management
- Grant administration and compliance
- Policy and procedure development

- Staff training and facilitation

Preference will be given to consultants with experience working with small to mid-sized nonprofit organizations.

Proposal Requirements

Proposals should include:

Organizational Information

- Consultant or firm name
- Primary contact information
- Brief organizational background

Relevant Experience

- Description of similar projects completed
- Experience working with nonprofit organizations
- Examples of relevant deliverables

Project Approach

- Proposed methodology
- Assessment process
- Timeline and work plan
- Communication plan

Deliverables

- Description of proposed deliverables
- Description of staff engagement and training approach

Budget

- Detailed project budget
- Hourly rates (if applicable)
- Estimated number of consulting hours

References

Provide at least three professional references from similar projects.

Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Relevant Experience	25%
Understanding of Project Goals	20%
Quality of Proposed Approach	25%
Capacity to Complete Project	15%
Budget and Value	15%

Submission Instructions

Please submit proposals electronically in PDF format to:

Vaya Lauren Jones

Executive Director

Rebuilding Together Fox Valley

vaya@rtfv.org

Questions regarding this RFP may be directed to the contact listed above.

Rebuilding Together Fox Valley Rights

RTFV reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate scope or pricing, and select the proposal deemed most advantageous to the organization.

RTFV is an Equal Opportunity Organization.