



Request for Proposal CO-CABE Infrastructure Project

Background

The Colorado Association for Bilingual Education (CO-CABE) is a small non-profit organization. Our mission is to advocate for and enhance the development of educational policies and programs that will positively affect learners and communities of linguistically and culturally diverse backgrounds. We are led by an entirely volunteer board.

For over 40 years, we've helped communities, students, and educators achieve their goals by providing professional development, scholarships, recognition and advocacy support.

Project Overview

The purpose of this Request for Proposals (RFP) is to invite businesses who specialize or have experience in working with small nonprofit organizations, have demonstrated a firm commitment to bilingual education, and can provide services in program refinement and alignment, technology infrastructure and communications enhancement, podcast production, digital communication platform improvements, and marketing resources to submit proposals to our organization.

We're currently seeking qualified vendors to support facilitating leadership, strategic planning and stakeholder engagement, provide services in program refinement and alignment, technology infrastructure and communications enhancement, including podcast production, digital communication platform improvements, and marketing resources. Our goal is to build organizational capacity and increase our impact in the service of our community of stakeholders.

Budget

The budget for this project is \$10,000 - \$15,000

Scope of Work

The selected firm will be responsible for the evaluation of current organizational policies and procedures, creation of a plan to meet the project goal, and delivery of training to the board.

Tasks include but may not be limited to the following criteria:

- Leadership refinement
- Strategic planning facilitation
- Program refinement and alignment
- Ideation for a podcast
- Podcast production
- Creation of communication enhancement plan
- Improving technology infrastructure
- Digital communication platform improvement
- Providing marketing resources



Barriers to Completion

As a volunteer led organization, board members have other obligations which makes it difficult for the selected vendor to coordinate sessions that ensure all board members receive professional development and training on any necessary systems that are created. We have limited technology and a limited budget to purchase new technology.

Selection Criteria

The ideal vendor:

- Has experience working with small non-profit organizations
- Has a demonstrated commitment to bilingual education
- Has experience working with all aspects of technology relevant to small non-profit organizations
- Has demonstrated knowledge and experience with small business concepts including marketing
- Has knowledge and experience with non-profit program development, program evaluation, and program administration
- Can provide a highly responsive, collaborative, and transparent communication process

Submission Process

Contact Information

Submissions must be sent via email by the submission deadline.

Project: Infrastructure Development

CO-CABE
P.O. Box 994
Brighton, CO 80601

Procurement Contact Person: Jorge García
Telephone Number: 303-396-2954
Email Address: jgarcia@cocabe.org



Timeline

Proposals must be submitted by Aug 15, 2024. The award is expected to be granted no later than Aug 30, 2024 but the timeline may be extended at CO-CABE's discretion without further notice. Project completion date is no later than August 1, 2025. (Project completion date may be extended based on the project plan.)

Evaluation

The firm submitting a proposal under this Request for Proposals is referred to as the "Offeror". Proposals shall be evaluated by a review committee composed of CO-CABE Board Members. Evaluation will be made based on the evaluation criteria discussed below and may include any oral presentation that may be required by the Procurement Contact Person, through a recommendation by the Board review committee, at their discretion. The Procurement Contact Person reserves the right to recommend an Offeror for contract award based upon the Offeror's proposal without oral presentations or further discussion. However, the Procurement Contact Person may engage in further discussion if they determine that it might be beneficial. In such case, the Procurement Contact Person will notify those responsible Offerors with whom further discussion is desired. In addition, the Procurement Contact Person may permit qualified Offerors to revise their proposals by submitting "best and final" offers.

Evaluation Considerations. Proposals by Offerors will be evaluated by the Board review committee on the basis of the following factors:

- a. Proposed Approach. Evaluation of the work to be performed to accomplish the goals of the Project.
- b. Proposed Team (Specific Individual(s) Responsible for Performance of Contract). Evaluation of the qualifications, reputation, and compatibility with needs of CO-CABE and the Project of the individual or individuals who will perform the Contract.
- c. Experience of Offeror. Evaluation of the quality and quantity of the Offeror's experience and expertise in the areas proposed.
- d. Capacity. Evaluation of the Offeror's ability and commitment to meet timeline for the Project.
- e. Cost Effectiveness/Budget. Budget line items and associated costs per line item must:
 - a) support the scope of work, and
 - b) be appropriate and cost-effective.



Submission Criteria

A submission must, at a minimum, include the following elements:

1. Firm's Description. Description of the firm that includes a general overview, name and credentials of the person who will be responsible for providing the services.
2. Strengths. A maximum of one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to CO-CABE.
3. Proposed Approach. Your proposal for how to accomplish the goals and outcomes/deliverables for the project.
4. Deliverables. Provide a deliverables schedule using the table format below, including details for each deliverable format. A template is provided for the first two deliverables. Add rows for additional deliverables and include total cost in the last row. Awards will be managed as firm-fixed-price contracts.

| Project Deliverables and Timelines | | |
|--|------------------|--------|
| Project Deliverables Add name of deliverables here, along with format of each deliverable | Date of Delivery | Amount |
| Add name of deliverables here, along with format of each deliverable | | |
| | | |

5. Project Budget. Provide your proposed budget for the project. Budgets that are justified, detailed, and itemized are ideal.
6. Additional information: Any other information which the Offeror considers relevant to a fair evaluation of its experience and capabilities.