Request for Proposals
Public Allies Ally Selection Codification
March 27, 2020
I. Overview and Background

Overview
Since our founding 28 years ago, Public Allies has provided leadership and career pipelines for more than 8,000 diverse individuals from under-represented communities in cities across the United States. While our methods for selecting individuals (Allies) for our program have evolved over time, the manner in which selection is completed varies at each of our locations and Public Allies has experienced increased challenges as a result of both internal and external factors.

To that end, Public Allies seeks a consultant to conduct an evaluation of Ally selection processes utilized across our network and develop recommendations for codifying Ally selection. The project deliverables will include specific recommendations for overall selection criteria, metrics, approaches, practices for staff onboarding and training, and materials for the implementation of the apprenticeship.

Both the approach used and the final recommendations presented should be reflective of Public Allies’ Core Values of Diversity & Inclusion, Integrity, Focus on Assets, Collaboration, Continuous Learning, and Innovation. We are especially attune to the fact that the codification of selection processes will require our local sites to alter their current practices. As such, it is vital that the process used to determine the codified practices should be driven by national program standards, and place local site staff - along with applicants - in the center of the process.

II. Scope of Work

Proposals should present an outline of the project, including a work plan, and a schedule for sharing drafts and final versions of recommendations and deliverables.

Relevant questions for the project include, but are not limited to:

- What are the best ways to put end users - staff at 24 local sites across the US and applicants - at the center of the process to ensure any systems designed are easy to use / meet them where they are at and support their needs?
- How can the Ally selection process support the onboarding of Allies into the 10-Month Apprenticeship and best prepare them for success?
- What are the best practices used by other organizations & research?
- What staff training will be required and what is the best way to deliver that training in a sustainable way?
- What are the key skills required for Allies to be successful in the 10-Month Apprenticeship and how can those be measured in the selection process?

Components of the work plan include:
● Creation of a process to gain insight from local staff members and applicants, including: current and former local site staff, current and recent Allies, and individuals that started but did not complete an application.
● Recommendations for standardizing core Ally selection activities and the tools required to support them.

III. Deliverables

The final Ally Selection recommendations are due July 31st.

IV. Proposal Submission and Evaluation

Proposals can be submitted to Elysse Chay at elyssec@publicallies.org or Sean Luedke at seanl@publicallies.org. The deadline for receipt is April 15th at 5:00 p.m. (Central Standard Time). Each proposal must contain all cost information, including travel, surveys, interviews and transcription.

V. Consultant Requirements

Prior Public Allies staff experience strongly preferred. Consultants must be aligned with Public Allies’ core values. Consultants must have at least five years of curriculum and evaluation experience; a demonstrated track record education and training as it relates to equity and social justice; and a demonstrated capacity to produce high-quality and effective materials.

VI. Budget

Public Allies will consider cost proposals up to $15,000.

VII. RFP Completion Checklist

Proposals should include a demonstration of the consultant’s intended approach to the project. The demonstration can take on any form or medium (written, oral, visual), and should represent or exemplify the consultant’s experience, qualifications, and intended delivery of the final curriculum. Proposals should also include:

● Cover letter
● Organizational capacity and/or researcher qualifications
● Proposal for timeline
● Description of approach
● Related project experience
● Cost proposal