

The Minneapolis Foundation

80 South 8th Street
Suite 800
Minneapolis, MN 55402

REQUEST FOR PROPOSAL

Project Director, ConnexMSP



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I. INTRODUCTION

The Minneapolis Foundation is requesting proposals to project direct the work of ConnexMSP over a twelve-month period.

ConnexMSP is an alumni network for graduates of our region's top youth development programs that uses technology and social events to connect them to some of our region's most significant employers. Goals include helping our region retain some of our most talented and experienced young people of color, and helping these young people develop a cohort of peers to support them throughout their careers. Key tools include an online platform that allows ConnexMSP members to network with employers, search for jobs, and learn about professional development opportunities exclusive to the cohort. Our college and career readiness partners include, but in the future are not limited to: AchieveMpls, BestPrep, Boys and Girls Club, The Brand Lab, College Possible, Genesys Works, Junior Achievement, Page Education Foundation, Power of YOU, Project Success, Right Track, STEP-UP, Urban Scholars, and Wallin Scholars.

II. SCOPE OF SERVICES

The project director who will work directly with key stakeholders (ConnexMSP members, college and career readiness organizations, employers, and business leaders) to support identified needs and promote cross-organization collaboration. The project director will be responsible for growing ConnexMSP and advancing it to a point where key stakeholders experience the value of ConnexMSP and it becomes an integral component of candidate recruitment, career professional development, and professional networking. This will be a 12-month contract.

The duties of the project director retained under this RFP will include, but are not limited to the following:

- Expand buy-in and engagement from employers, ConnexMSP alumni members, and college and career readiness organizations
- Plan, coordinate, and lead activities related to ConnexMSP to ensure the goals, and objectives are accomplished
- Through advisory board support, establish sustainable funding and governance model and long-term placement of ConnexMSP
- Oversee budget, ensure financial accountability
- Problem-solve to create tools and processes that deliver on key value proposition for each key stakeholder group
- Develop an evaluation plan to evaluate project effectiveness and track deliverables

- Report on organization progress to various stakeholders
- Provide content expertise, which will include delivering public presentations and communicating ConnexMSP's purpose, value, and importance to various stakeholders within Minneapolis-Saint Paul and the entire state of Minnesota
- Network with local, regional, and state agencies; educational institutions; non-profit organizations; and private sector business interest for future organization development

III. TENTATIVE TIMETABLE

Issuance of RFP	August 27, 2018
RFP Response Deadline	September 5, 2018
Interviews of Finalists	Week of September 10th
Projected Commencement Date	No later than week of September 17

IV. TERMS

This is a 12-month term for contractor services not to exceed \$100,000. The agreed to service fee will be paid equally over the 12-month period. ConnexMSP have an annual budget of \$250,000 that is available for database support, design services, print materials, and alumni incentives.

V. CRITERIA

Minimum Qualifications

- Theoretical and practical project management knowledge and skills
- Experience in strategic planning, risk management, and/or change management
- Ability to work with a distributed team and engage multiple stakeholders, including private, non-profits, and student leaders
- Experience with stakeholder management
- Strong existing relationships with some of the key stakeholders a plus

Selection Criteria

The criteria for selection will include, but is not limited to, the following.

1. Theoretical and practical project management knowledge and skills
2. Experience in strategic planning, risk management, and/or change management
3. Ability to work with a distributed team and engage multiple stakeholders, including private, non-profits, and student leaders
4. Experience with stakeholder management
5. Strong existing relationships with some of the key stakeholders
6. Independence of judgment and avoidance of conflicts of interest in providing services
7. Proposed fees.

VI. REQUESTED INFORMATION

If you are interested in being considered for this search, please prepare a response to this RFP and address the following:

1. Provide an overview of relevant work history, areas of expertise, and other strengths or competitive advantages you'd like to be considered.
2. Indicate the fee for services proposed in response to the scope of work.
3. List any additional, special, or other services that could incur additional fees and your process for securing authorization for additional fees.
4. Provide names of clients, contact persons and telephone numbers for at least three similar clients served in the last three years.

The completed response to this RFP must be submitted by September 5, 2018. Electronic submittal is preferred.

Responses are to be sent to:

LeAnn Dow

connextinfo@connextmsp.org

The Minneapolis Foundation

80 South 8th Street, Suite 800

Minneapolis, MN 55402

All questions concerning this RFP may be submitted by email to connextinfo@connextmsp.org

VII. TERMS AND CONDITIONS

The Minneapolis Foundation makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation, whether as to the past or the future. The RFP does not purport to contain all of the information that may be required to evaluate the RFP and any recipient hereof should conduct its own independent analysis of The Minneapolis Foundation and the data contained or referenced herein.

The Minneapolis Foundation does not anticipate updating or otherwise revising the RFP. However, this RFP may be withdrawn, modified, or recirculated at any time at the sole discretion of The Minneapolis Foundation.

Any response submitted will become the property of The Minneapolis Foundation.