



PARTNERSHIP TO **END HOMELESSNESS**

THE RALEIGH/WAKE PARTNERSHIP TO END AND PREVENT HOMELESSNESS

Request for Proposal (RFP): Board Governance Consultant

Description:

The Raleigh-Wake Partnership to End & Prevent Homelessness (Partnership) has undergone numerous changes and challenges within the past year. Our community is experiencing rapid growth and the number of people seeking housing and homeless services increases annually. We have joined many communities across the US in an effort to make homelessness rare, brief, and unrepeated. As the scope of work expanded rapidly, our organizational and community-wide policies and procedures have not kept pace and thus the organization was placed on a one-year suspension with the State ESG office with specific directives to improve financial oversight and board conflict of interest. The Board would like to use this experience as a platform to grow from, as an organization, now that the directives have been rectified with the ESG office. The Partnership has also seen staffing changes including a new executive director and additional, much-needed staff, as well as new members of the Board of Directors. Due to these changes, the Partnership Board is seeking outside consultation to help develop an effective Strategic Plan to accomplish its mission, to structure its organizational chart, define roles and responsibilities, and update governing documents.

The Partnership is seeking a consultant to provide consultation to the Board of Directors regarding governance and board structure, to best support the work of the Partnership operating as the Wake County Continuum of Care (CoC Lead). This consultant will advise and direct implementation of effective strategies and policies to support the operations of the CoC as a community-level lead entity. The consultant will provide services and guidance from November 1, 2018 through June 30, 2019 or until the scope of work is complete.

The consultant's Scope of Work will consist mainly of the following tasks:

1. **Strategic Planning:** The consultant will work to develop and implement a new CoC strategic plan to align with a focused mission and vision. The mission-focused plan will strategically map the organizational direction and goals for the Partnership staff and Board of Directors.
2. **Roles & Responsibilities:** The consultant will facilitate participation and feedback regarding Board roles and responsibilities. Consultant will work to define and develop Board Committees to support the work of the Board and Partnership staff.
3. **Governance:** The consultant will complete a review and assessment of current CoC governing documents. Consultant will advise on additional governing documents, written standards, policies & procedures or other CoC governance-related items required to be fully compliant with funding source requirements. Governing structure should also take into consideration the unique composition of Wake's community at large and the scope of work that the Partnership oversees.
4. **Organizational Chart:** The consultant will advise on the structure of the Partnership, with consideration to staffing and Board of Directors composition. Organizational chart should encompass committees, working groups, and other advisory groups that support the work and mission of the Partnership and the community at large. Consultant provides clear guidance on directives and structure of all committees as they operate under the leadership of the Board of Directors.

Milestones and Deliverables:

Deliverable 1: Provide a clear mission and vision for the Partnership

Deliverable 2: Create a strategic plan for the Partnership and Board of Directors

Deliverable 3: Define roles and responsibilities of Board members, Partnership staff, and Partnership membership at large

Deliverable 4: Update governing charter and all governing documents to be HUD-compliant and community-focused

Application Process:

In order to be considered for this consulting opportunity, completion and full submission of the forms below are required by **Friday, October 26, 2018**.

You may apply as an individual consultant or as an organization, including up to 6 staff members in the application. The following forms are included:

- Attachment A: Commitment Letter (applying as: [individual/](#) [organization](#))

- Attachment B: Staff Experience and Expertise
- Attachment C: Portfolio/Resume
- Attachment D: List of references

Please provide the requested information (or if applying as an organization, resumes for all staff involved in the project) and a 2 paragraph description of your (or your organization, if applying as an organization) core competencies and accomplishments to David Smoot at smootpsych@gmail.com. no later than **Friday, October 26, 2018**.

All application information must be provided in order to be considered.

Evaluation:

The Partnership will evaluate applications utilizing the following criteria:

- Relevant project work
- Experience and expertise
- Years of relevant experience
- Rate reasonableness and overall cost of services

We will contact you regarding the boards determination of a consultant for this project. If you have any questions, please feel free to e-mail David at smootpsych@gmail.com.