

**United Way  
of Southwest Colorado**



**Request for Proposal**

Date Posted: 2/24/2021

Project Name: Team UP AmeriCorps: Contract Program Management, Recruitment, & Enrollment

Contact Person: Al Huckins, Program Director, [alh@unitedway-swco.org](mailto:alh@unitedway-swco.org)

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**Background:**

United Way of Southwest Colorado (UWSWC) has been serving the communities of Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties for over 48 years, by working with our communities to help people build better lives. We focus on the areas of education, health, and personal financial stability. United Way supports our community in a variety of ways, including providing grants to local nonprofits, coordinating volunteer efforts, managing emergency assistance funds, and building collaborative efforts to help change the odds for the better for people in our communities.

Team UP is a collective impact initiative (mega-collaboration) that aims to improve outcomes for kids and families. UWSWC serves as the backbone for Team UP. This work is currently centered in Montezuma and Dolores Counties, and is beginning to spread to our other 3 counties. Team UP Action Teams implement strategies to improve outcomes, and, in 2019 we developed the Team UP AmeriCorps program to help support this effort through the service of AmeriCorps members.

Team UP AmeriCorps places AmeriCorps members at various organizations throughout Southwest Colorado to focus on improving the well-being of children & families from "cradle to career". Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity, and Healthy Futures. Currently, there are 11 members serving a one-year term (September 2020 – August 2021) at agencies in Montezuma, La Plata, Dolores, and Archuleta Counties. In Spring of 2021, the recruitment and enrollment process will take place for a new cohort of members to start their Year of Service in September 2021.

**Contract Details:**

The Team UP AmeriCorps Program Director will be on leave approx. early May – late July and UWSWC is looking for a contractor to support the general program management of the current program year (PY 20-21) as well as the preparation and recruitment of members for the upcoming program year (PY 21-22).

The contractor, with support from UWSWC staff, will take over many aspects of Program Director role for the duration of her leave (approx. 12 weeks + training time). UWSWC is seeking to contract with an individual who ideally has familiarity with AmeriCorps (specifically Team UP AmeriCorps) and can provide the following:

- Regular communication with United Way CEO and Serve Colorado Program Officer to ensure grant compliance
- Management, Support & Documentation for current PY 20-21 Host Sites and Members, including:
  - Lead monthly cohort calls for members
  - Support members in data collection for Trimester Report Form (TRF) #2
  - Prepare and compile data for Serve Colorado's Trimester 2 General Progress Report and Volunteer & Service Report using member TRFs
  - Participate in bi-weekly calls with Serve Colorado program officer
  - Coordinate with Site Supervisors to review and approve member timesheets twice monthly
  - Communicate with Site Supervisors as-needed and via Monthly Status Updates
  - Perform 2<sup>nd</sup> annual Site Visit at Host Sites
  - Coordinate Team UP AmeriCorps Training (TAT) #4 with focus on Life After AmeriCorps
  - Schedule and hold end-of-term evaluations with Members & Site Supervisors
  - Troubleshoot Member concerns and challenges
- Preparation and hiring for upcoming PY 21-22 Host Sites and Members, including:
  - Finalize position descriptions
  - Coordinate with Sites to update data tracking measures for Trimester Report Forms
  - In collaboration with UW Marketing Director, recruit Members using a variety of online, print and in-person methods
  - Schedule interviews with potential Members and conduct initial screening
  - Arrange interviews for final candidates with host sites and assist in final candidate selection
  - Successfully complete training for performing Criminal History Checks on members, and perform and maintain all documentation related to those checks
  - Gather all hiring and start-up documents for members
  - Manage member enrollment and member data in OnCorps and eGrants online portals
  - Plan and secure location for Team UP AmeriCorps Member Orientation (TAMO)
  - Coordinate and execute Host Site Orientation in late Summer 2021

**Other Expectations:**

The management of this program is estimated to take approximately 20 hours per week. Hours may vary week to week, based on the Contractor Calendar. Criminal History Checks of key personnel

associated with this contract will be required. There is an expected training with the current Program Director at the start of this contract, as well as a transition period upon return of the Program Director.

**Elements of Proposal (Arial font 11 pt. or larger, 1 inch margins, single or double-spaced):**

- 1) Cover letter
- 2) Resume or brief background of organization (1 page maximum)
- 3) Main Proposal – please describe how you would carry out this project. Be sure to address all of the following (5 page maximum)
  - Please describe skills and/or assets your organization possesses that qualify you to carry out this work.
  - Please describe your knowledge about and experience with AmeriCorps programs.
  - Please address your availability and flexibility during this time period.

**Budget:**

Please provide your suggested hourly rate as an independent contractor for this project. This project will require timekeeping as a condition of payment.

**Anticipated Selection Schedule:**

Proposals are due Tuesday, March 9<sup>th</sup> by 5 p.m. MST. Selection by Monday, March 22<sup>nd</sup> or sooner.

**Method of Submission and Due Date:**

Email all proposal elements to Lynn Urban, [lynnu@unitedway-swco.org](mailto:lynnu@unitedway-swco.org), and Al Huckins, [alh@unitedway-swco.org](mailto:alh@unitedway-swco.org) no later than 5 p.m. MST, March 9<sup>th</sup>, 2021.

**Approximate Contract Timeline:**

Late March: Contractor selected

April: Contractor begins training with Team UP AmeriCorps Program Director

Mid/Late-April: Contractor attends meeting with PY 20-21 Host Site Supervisors

May – July: Contractor provides management, support & documentation for current PY 20-21 Host Sites and Members and preparation and hiring for upcoming PY 21-22 Host Sites and Members.

Early August: Transition to return of Team UP AmeriCorps Program Director.

Mid/late August: Contract ends.

Note: More detailed calendar of work provided to selected candidate.

**Questions:**

Please contact Al Huckins using the information on page 1 of this Request for Proposal.