

Request for Proposal for Nonprofit Organization Management

Organization Overview

Founded in 2000, Dreams to Reality is a 501c3 Nonprofit Organization whose mission is to support women in transition by providing appropriate interview and work attire to help them be confident and prepared for career and employment opportunities. Dreams to Reality is a United Way Partner Agency. The Jefferson City-based organization has served as many as 300 clients in a single year at no cost to them thanks to the generous support of the United Way of Central Missouri and donations of apparel and accessories from community members and local businesses. Dreams to Reality's Resale Boutique is located within the same building and is stocked with clothing and accessory items donated by community members and local businesses. The Resale Boutique serves as an additional source of revenue for the organization with all proceeds used to purchase needed items for client or the organization itself. To learn more about Dreams to Reality, please visit www.dreamstoreality-jc.org.

Contract Description including Scope of Work and Deliverables

Office Operations

The Individual/Company:

- Shall receive, process, and respond to correspondence including mail, email, phone calls, voicemail messages, in-person inquiries, social media inquiries and media inquiries regarding the organization and Resale Boutique. Coverage must be provided during weekdays and may be at a location separate from the Dreams to Reality physical location at 500 Jefferson Street, Jefferson City, MO.; however, the Contractor shall work on-site at least one day per week during normal business hours (Tuesday/Thursday 10:00am-2:00pm) and will cover additional days/times if no volunteers are available to serve clients or work in the Resale Boutique.
- Shall act as point person for agencies and other businesses looking for information about making referrals to the organization.
- Shall make or oversee the making of necessary purchases of items needed to perform office functions, for client services and any items deemed relevant to the activities of the organization.
- Shall maintain hard-copy and electronic files of corporate records pertaining to clients served, referring agencies, donations accepted, volunteers and volunteer hours served, supporters and donors, and clothing inventory. The system used to maintain these records and the data within them will be owned by Dreams to Reality and will revert to the organization when the contract period is completed. Backup data services will be provided for any information collected electronically.

- Shall maintain hard-copy and electronic files of additional organization records including Board Meeting minutes, organization policies and procedures, and financial and audit information. Backup data services will be provided for any information collected electronically.
- Shall work in conjunction with the Treasurer to ensure the accuracy and integrity of the organization's financial activities and records, pay bills, make deposits, balance checking account and complete reconciliation as well as work with the organization's accountant to submit required reports and audit summaries; ensure annual audit and all required tax records and government reports are completed and filed timely.
- Shall work in conjunction with the Board of Directors and individual Committees to oversee the day-to-day business of the organization; create agendas for, coordinate scheduling of, and attend (when possible) all organization Board Meetings and ad hoc meetings with board members; email meeting agenda and other materials to be provided for meetings to the board members; serve as an ex-officio member of all standing committees.
- In conjunction with members of the Public Relations Committee, shall oversee marketing of the organization and Resale Boutique including but not limited to social media sites, web site, and any mass media sources; will assist with creating and providing promotional materials as needed.
- Should provide or secure payroll services if Dreams to Reality hires staff in the future.

Client Services and Volunteer Management

The Individual/Company:

- Will develop a scheduling system that can be accessed by the organization's Professional Image Consultants.
- Upon receipt of client referrals, will work in conjunction with the Consultants to schedule client appointments.
- Will coordinate the scheduling of volunteers to staff the Resale Boutique during regular business hours and any other special sale events.
- Shall develop and maintain a roster of volunteers to assist with all aspects of the organization's mission.
- Will develop and manage a system for clothing inventory to assure clothing is available in sizes to fit all women. In conjunction with the Consultants, will track when particular sizes of clothing are needed in addition to bras and steel-toed shoes.
- Will keep a list of referring agencies and periodically contact them regarding any changes in the Dreams to Reality referral process, in addition to answering any questions they might have.

Grants Management and Support for Fundraising Committee

The Individual/Company:

- Shall oversee reporting and accountability to United Way of Central Missouri, grantors, funding sponsors, individual donors, fundraising alliances, and others that provide support to Dreams to Reality.
- Shall oversee reporting and accountability of the Resale Boutique operations. Monitor and ensure adequate merchandise inventory; run and/or review Square sales reports; make bank deposits from sales; consult with the Board Treasurer to keep accurate financial records of Boutique sales; and work with the Board to schedule special sale days to reduce out-of-season inventory.
- Shall schedule meetings to coordinate writing essential grant reports and applications to ensure these documents are professionally prepared and submitted in a timely manner, particularly the annual United Way Grant due in February. The Individual/Company would work with appointed Executive Committee members to provide organizational information and data required of the application, assist in preparing application, submitting the proposal(s) online and/or copying as required.
- Shall ensure essential existing grant reports and new grant opportunities/applications are submitted by required deadlines.
- Shall provide information and data for reporting and accountability to grantors, particularly to the United Way which requires brief monthly reports.
- Shall assist Fundraising Committee as needed with coordinating fundraising events and activities.
- Shall send official Dreams to Reality thank you letters to donors, volunteers and sponsors, as well as end-of-the-year tax receipts to donors/contributors. A template letter should be used and a database to document these contributions must be maintained.

Contractor Requirements

The Individual/Company shall be in contact with the Dreams to Reality Board of Directors through all phases of the contract execution, meeting as needed in person, by phone or email and providing written progress updates to the Executive Committee and/or Board of Directors. The Individual/Company will be expected to produce all items outlined in this proposal, which may include but are not limited to office management, client scheduling, liaison with referral partners, assisting in financial reporting, procurement of supplies and client inventory, event planning, marketing and/or promotion, and special projects as assigned.

Any assignment or subcontracting by the Individual/Company for the work to be performed, or services to be provided, in whole or in part, and any other interest in conjunction with this request for proposal is the responsibility of the contracted company. However, any subcontracting must be thoroughly vetted and meet approval of the Board of Directors.

Independent Contractor Status

Neither the Individual/Company nor any of its subcontractors, employees or agents shall be deemed to be employers or agents of Dreams to Reality. It is understood that the Individual/Company retains independent contractor status at all times and for all purposes. The Individual/Company will be solely responsible for the withholding or payment of all federal, state, and local personal income taxes, Social Security, unemployment and sickness disability insurance and other payroll taxes with respect to the Individual/Company and its employees. The Individual/Company will not be offered any kind of insurance from Dreams to Reality.

The Individual/Company will be paid a set amount monthly for services rendered contained in the contract as well as any other services assigned by the Board of Directors in addition to those specified here.

Contract Timeframe

The selected Individual/Company will provide management services for a trial period of six months before the contract is fully executed. Within 30 days of the end of this trial period, the Board of Directors will determine if the contract will be extended for a full year. The contract will then be renewable each year, unless written notice is given by either party to terminate the contract.

Proposal Requirements

Proposals must include:

1. Cover letter with:
 - a. Individual and/or Company Name
 - b. Mailing Address including City, State, ZIP Code
 - c. Street Address including City, State, ZIP Code
 - d. Contact Person and Title
 - e. Phone Number(s)
 - f. Email Address
 - g. Website Address (if applicable)
 - h. Individual or Company Tax ID number
2. Introduction summarizing your/your company's background, resources, and relevant experience.
3. History of similar organization management, preferably of a similar size and scope.

4. References from past and/or current positions, preferably matching those listed in response to Question 2.
5. Proposed budget for the organization. The proposed budget should include a suggested work plan and abreakdown of fees for professional services, hours, administrative services, and the hourly rate for any work beyond the scope of work in this proposal.
Note: Dreams to Reality is tax exempt. In addition, Dreams to Reality is located in Jefferson City, MO, and will not pay any travel costs to perform the required services.
6. Proposed monthly schedule to complete the scope of work with deadlines, milestones and payments.

Selection Criteria

Proposals will be reviewed and evaluated by the appointed Search Committee

- Applicant will demonstrate experience in nonprofit organization management
- Will describe the qualifications, expertise, training and experience that they feel qualify them for the position
- Have an understanding of the mission and goals of Dreams to Reality and the scope of the work involved.
- Demonstrates knowledge of cost effective approaches to managing Dreams to Reality
- Demonstrates ability to coordinate resources, equipment and required staffing for DTR management
- Will be available to serve clients, liaison with referral agencies, meet with Dreams To Reality Board of Directors and support Board committees.

Proposal Submission

One original and six copies of the proposal must be mailed or delivered to Dreams to Reality, 500 Jefferson Street, Jefferson City, MO 65101. Please note that the office is open Tuesday and Thursday 10:00am-2:00pm and Wednesday 4:00pm-6:00pm.

Please contact Molly Nichols, Interim Executive Director, at 309-530-6262 with questions or for further information concerning the contracted position.

Proposal Timeline

The deadline for proposal/applicant submission to Dreams to Reality is Friday, May 14, 2021. It is anticipated the selection will be completed by Tuesday, June 15, 2021.