



Request for Proposals Organizational Support for York Road Partnership

York Road Partnership is membership network of 30+ neighborhoods and affiliates promoting the vitality of Baltimore City's York Road community as a desirable urban environment in which to live, shop, work and worship.

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Christopher Forrest
Winston Govans

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Karen DeCamp
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At-Large Members

Cindy Camp
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Wilson Park

Stephanie Geller

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Leila Kohler-Frueh

Habitat for Humanity of the
Chesapeake

Committee Chairs

Business Engagement

Christopher Forrest

Housing and Neighborhood Revitalization

Donna Blackwell & Dan Pontious

Public Safety

Christopher Forrest

Public Space and Greening

Helene Perry

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Release Date: January 22, 2024

Proposals Due: February 20, 2024

Assistance Timeline: March 4 – November 1, 2024

Our Organization

[York Road Partnership](#) (YRP) is an organization of more than 30 neighborhood associations, nonprofits, institutions, businesses, churches, and schools along the more than 3-mile stretch of commercial corridor between 39th Street and the Baltimore City/County line. Since 1995 we have been working together across perhaps the starkest racial divide in Baltimore City to foster shared prosperity and a vibrant, inclusive urban corridor on which to live, shop, work, and worship. [See this presentation](#) from this past fall for background on our work.

YRP worked last fall with a consultant to map out a path to being a more formalized and ultimately staffed organization that can work for the benefit of the communities along York Road as well as the commercial corridor. YRP has established an Organizational Development Committee co-chaired by Leadership Committee members Cindy Camp and Karen DeCamp to guide our work along this path.

Purpose of this Request for Proposals (RFP)

York Road Partnership seeks contractual support as we transition over about eight months toward being a more permanently staffed organization. During this period, YRP will be fundraising to hire a more permanent, long-term executive director.

The central services sought here are to help YRP manage a leadership transition, work with volunteer leaders to establish effective volunteer/staff systems for developing YRP as an organization and moving our agenda forward, and identify and develop new volunteer leaders to strengthen YRP. Our Leadership Committee/Board of Directors is on our letterhead at left.

This will be largely remote work, but with in-person meetings on the corridor and corridor office space available at Loyola University's 5104 York Road site.

Scope of Work

York Road Partnership envisions the following consultant tasks/deliverables and timeline for this work, overseen by the Organizational Development Committee co-chairs:

1. Support Leadership Committee/Board of Directors and Nominating Committee in communicating with members and identifying new leaders

- Work with YRP leaders to manage membership list, email listserves, website, Google Drive document repository, and social media.
- Ensure appropriate messages regarding meetings are posted to the appropriate forums (listserv, social media, website). Update the YRP website with content and direction from the Leadership Committee.
- Attend YRP General meetings (1st Wednesday of the month at 7:15pm) and Leadership/Board meetings (2nd Monday of the month at 6:30pm) in-person and ensure that meeting logistics (e.g., hybrid Zoom option) are managed.
- Support current YRP leaders in developing and executing strategy of reaching out to potential leaders and helping to identify and develop any needed new officers, board members, and committee chairs and co-chairs.
- Support Leadership and Nominating Committees as needed with meeting scheduling, agenda-setting, and meeting management.
- Help YRP Leadership ensure that a new President and full slate of other officers and Board are elected at the organization's May 1, 2024 General Membership meeting.
- Support and help develop YRP's new leadership following May 1 elections.

2. Assist the Organizational Development Committee

YRP's new Organizational Development Committee has an agenda of bringing the organization to a new level of systems (e.g., budgeting, planning, reporting), resources, and professionalism.

- Assist leadership group in working with fiscal sponsor GEDCO (Govans Ecumenical Development Corp.) to develop needed plans and budgets to achieve YRP goals.
- Help volunteer leadership manage implementation and identify external resources needed to fulfill future budgets and carry out those plans.
- Support a focused nominating process as described in #1 above.
- Assist if necessary with logistics of application process for the organization to receive its own IRS 501(c)(3) designation.

3. Support other YRP committees with the goals of facilitating leadership development, achieving greater community involvement, and advancing YRP's agenda.

- Support 2-3 additional YRP committees (e.g., Public Spaces & Greening, Youth Development), determined in conjunction with the Organizational Development

Committee, with the primary goal of developing additional YRP leaders and involving additional people in YRP's work.

- Assist committee co-chairs in meeting logistics (scheduling, location, Zoom option) and agenda-setting.
- Work with co-chairs between meetings to help them advance the work of the committee and identify and involve new committee members in the work.

Experience and Qualifications Sought

- Passion for bringing together diverse leaders for community improvement.
- Strong communications skills, including email and social media.
- Attention to detail in distributing information for meetings and tracking decisions.
- Ability to work effectively and respectfully with volunteers and draw on their own interests and expertise in order to make best use of paid contractual time.
- Experience coordinating one or more similar efforts
- Volunteer leadership development experience.
- Existing familiarity with the York Road corridor and communities desired.

Budget

- \$1,000/week through November 1, 2024 (total of \$31,000)
- Extensions possible

Proposal Requirements and Evaluation

Please submit a cover letter, resume, and (optional) any brief relevant examples of your communications work that speak to the following:

- Experience and qualifications for this work program. (See Experience and Qualifications Sought section above.)
- Any elaboration on how you would fulfill the scope of work in this RFP.
- An estimate of how much of your time per week you believe this would require.
- Your fee for providing this assistance.

Women and people of color are encouraged to apply.

Submission and Evaluation of Proposals

Proposals must be submitted as one electronic PDF file by 5:00 pm on Tuesday, February 20, 2024 to yorkroadpartnership@gmail.com with "YRP Organizational Support Proposal" in the subject line.

Any questions must be emailed to yorkroadpartnership@gmail.com by Monday, February 5, 2024, at 5:00 pm with “Consultant RFP Question” in the subject line. Answers will be posted at www.yorkroadpartnership.net by Thursday, February 8.

York Road Partnership’s Organizational Development Committee will evaluate all proposals on the basis of experience, qualifications, approach to the scope of work, and cost. YRP reserves the right to negotiate with one or more offerors selected on the basis of technical merit and proposed cost. Offerors may be asked to provide additional information on proposals.

The Workgroup anticipates selecting a contractor by Tuesday, February 27.