



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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**Housing and Neighborhood Revitalization**  
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**Public Safety**  
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**Public Space and Greening**  
Helene Perry & Kyra McDonnell

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# Questions and Answers for York Road Partnership Organizational Support Request for Proposals

**February 10, 2024**

**Question 1:** What platforms are you currently using for CRM, project managing, scheduling, email, events, other than Google Drive?

**Answer:** We just use Google for email, calendar, and various listserves for committees and the general public. We are also open to exploring other platforms.

**Question 2:** Is your file structure shared and universal or determined by each committee?

**Answer:** Each committee generally keeps their own files, although we would also be open to a universal system.

**Question 3:** How many meetings does each committee typically have per month?

**Answer:** Just one meeting per month. The Nominating Committee may meet more frequently for its work, which will conclude in April.

**Question 4:** Is there a time that the consultant team must be available for the duration of the contract term (e.g., 9am - 5pm)? Or will they have the flexibility to coordinate schedules and events effectively on their own schedule, with the understanding that meetings and events will be scheduled in a timely manner?

**Answer:** The time the consultant spends on the work is generally flexible. Exceptions would be attending the meetings of committees receiving support as specified in the Scope of Work: General Membership Meetings, Leadership Committee, Organizational Development Committee, Nominating Committee, and likely the 2-3 other committees this role would be supporting. Please specify constraints you may have on attending meetings in your proposal.

**Question 5:** Is there a need for Standard Operating Procedure (SOP) development for replicability once new staff are in place?

**Answer:** That could well be useful, but is not our highest priority.

**Question 6:** Is there already a system in place for tracking the progress of committees reaching goals or is there a need for one?

**Answer:** In the past, we had committees set yearly goals and we tracked progress in a spreadsheet. The person in this organizational support role could easily help us revive that system, along with decision making about how often review takes place by the board.