



24

24HOURDALLAS REQUEST FOR PROPOSAL

COMMUNITY PROJECT MANAGER

PROPOSAL DUE DATE WEDNESDAY, NOV. 10, 2021, 5 PM

PROJECT OVERVIEW

24HourDallas is a Dallas non-profit and charitable organization founded in 2020. Volunteer driven and member supported, 24HourDallas advocates for a safer, more inclusive, and more economically and culturally vibrant nighttime economy in Dallas.

In 2022, we launch a holistic and comprehensive initiative to support our mission. Funded by a global corporation, and with the support of a national foundation and national consulting group, we will deploy the Good Neighbor Initiative, an accreditation and award program for nighttime businesses in Dallas.

PROJECT GOALS AND SCOPE OF SERVICES

24HourDallas seeks the services of a Dallas consultancy to work with our board, volunteers, and partners in managing the Good Neighbor Initiative (GNI). We also seek the consultancy's administrative support of our member management system. Tasks include, but may not be limited to, the following:

- Provide support to 24HourDallas' strategic plan and our Good Neighbor Initiative.
- Gather and report metrics.
- Take over our membership management platform to maximize people resources and GNI project data.
- Organize and motivate project volunteers and partners.
- Manage time efficiently.
- Effectively oversee the Good Neighbor Initiative's budget.
- Ensure stakeholder satisfaction.
- Analyze and manage project risks.
- Solve issues as they arise.
- Be accountable to, and communicate with, the 24HourDallas Executive Committee.

Based on value and professional capabilities, we will offer the Project Manager position to the most responsive and responsible group.

ANTICIPATED SELECTION SCHEDULE

Our Request for Proposal timeline is as follows:

1. Request for RFP: October 15, 2021
2. Deadline for Bidders to Submit Questions: November 1, 2021
3. 24HourDallas Responds to Bidder Questions: November 8, 2021
4. Selection of Top Bidders / Notification to Unsuccessful Bidders: November 12, 2021
5. Start of Negotiation: November 15, 2021
6. Contract Award / Notification to Unsuccessful Bidders: November 22, 2021
7. Start Date: December 1, 2021

POSSIBLE ROADBLOCKS

24HourDallas is currently transferring its membership management to Personify MemberClicks platform which is based on the Oasis Association Management System. The platform has a steep learning curve.

TIME AND PLACE OF PROPOSAL SUBMISSIONS

We will post this RFP on our website, 24hourdallas.org by 10 a.m. on Friday, October 15, 2021.

Respondents to this RFP must submit a PDF of their proposal. Please submit responses no later than 5 p.m., Wednesday, November 10, 2021. Email PDF responses to the contact listed below.

TIMELINE

24HourDallas has budgeted 7 months for the initial stage of this project. If successful, the project will be renewable and continued for another 12 months.

ELEMENTS OF PROPOSAL

A submission must, at a minimum, include the following elements:

- A description of the consultancy that includes a general overview, names and credentials, number of employees and associates.
- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to 24HourDallas and the Good Neighbor Initiative.
- Representative samples of communication skills, collateral, successes, and data management from previous experience.

EVALUATION CRITERIA

The successful respondent will:

- have the education, experience, knowledge, skills, and qualifications either as an individual or among its associates and interns to provide the services we need. These needs would include effective project management, strong written and verbal communications, experience in volunteer management, and database management skills.
- be competitive in the cost of services.

BUDGET

24HourDallas' maximum budget for the 7-month engagement is \$35,000.

ADDITIONAL INFORMATION

- Learn more about 24HourDallas at our website: 24hourdallas.org
- Learn more about the Good Neighbor Initiative: 24hourdallas.org/good-neighbor-initiative
- We will operate under Texas Workforce Commission independent contractor guidelines: bit.ly/3vfBnDU
- The consultancy or individual retained will have responsibilities that require a City of Dallas presence.

CONTACT

Randall White, President
Board of Directors
24HourDallas
randall@24hourdallas.org