



Massachusetts Service Alliance

Request for Proposals

For

**The Massachusetts Mentoring Initiative
Training and Technical Assistance Provider**

Massachusetts Service Alliance History

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state commission on community service. Its mission is to generate an ethic of service throughout the Commonwealth by creating and supporting diverse, high quality service and volunteer opportunities for all age groups, resulting in stronger communities and more active citizens.

Specifically, MSA...

- **Invests** public and private funds in community-based organizations in a fair and equitable manner.
- **Convenes** and mobilizes individuals, nonprofits, corporations, and governmental entities to link strategies related to community service, community service-learning, and volunteerism.
- **Builds capacity** of nonprofit agencies by providing training and technical assistance that supports program development and improves the effective use of volunteers.
- **Advocates** for the development and promotion of public policies and private initiatives that incorporate service, community service-learning, and volunteerism as effective strategies to address community challenges.

Mentoring Initiative History

In FY09, MSA expects to fund approximately 25 mentoring programs across the state with the goal of increasing the number of quality relationships between caring adults and youth who are at risk of not meeting their full potential. MSA supports community and site-based programs that meet the critical needs of the young people mentored, foster supportive relationships, and encourage individuals to realize their potential. These programs serve a vital role in helping young people to develop important life skills, strong social skills, responsible values, and a positive identity.

Scope of Services

The purpose of this RFP is to locate a contractor(s) able to provide training and technical assistance to MSA-funded mentoring programs in the Commonwealth. The training and technical assistance plan must focus on building the infrastructure of new and expanding mentoring programs and include the following:

- Beginning and intermediate mentor and mentee training;
- Train the trainer workshops that teach mentoring program staff how to train new mentors;
- Training workshops designed to assist organizations instituting a new mentoring program;
- Individualized technical assistance based on a program needs assessment conducted by MSA; and
- Networking meetings designed to facilitate the sharing of best practices.

RFP Instructions

Proposals are due to MSA by June 27, 2008. Submissions will not be accepted by fax and must arrive at MSA by 12:00 p.m. Specific instructions regarding sections of the RFP submission can be found in RFP Submission Instructions. Submission should be addressed to:

Director of Programs
Massachusetts Service Alliance
100 North Washington, 3rd Floor
Boston, MA 02114

Funds Availability

- Up to \$25,000 is available for the period July 1, 2008 - June 30, 2009. The contract must be matched, dollar for dollar, with cash and/or in-kind resources.
- Only Massachusetts' organizations are eligible to apply.

Administrative Requirements

- Attend a meeting with MSA in July/August to discuss the plan present in the RFP proposal
- Assist in the design and implementation of a needs assessment for the portfolio of funded grantees
- Co-facilitate the mentoring grantees orientation meeting
- Report out quarterly to MSA the progress of the training and technical assistance provided to its portfolio of funded programs

Scoring Criteria

Proposals will be reviewed and scored based on the following criteria:

- Training Plan 50 points
- Organizational Capacity 30 points
- Cost 20 points

RFP Submission Package

Each complete application must contain:

- One original copy;
- Three additional copies;
- One copy of the most recent audit;
- One copy of a document verifying eligibility (501(c)3 letter or Certificate of Tax Exemption).

RFP Submission Instructions

The completed submission will have three sections: narrative, fee schedule, and attachments.

The application must be typed, double-spaced, in not less than 12-point font size, with one-inch margins, and is not to exceed 10 pages of narrative. The proposal must follow the order outlined below.

Section I.

Narrative

The narrative section shall describe the following:

- A plan to reach out to and serve mentoring programs funded by MSA;

- The proposed training and technical assistance plan including the number of proposed workshops;
- An implementation calendar for the year;
- The proposed evaluation system;
- A description of the organization's strengths and distinguishing skills, as they relate to the project.

Section II.

Fee Schedule

The fee schedule shall include the proposed activity, the fee per hour and the estimated number of hours per activity. Each activity should be listed as a separate entry. The fee schedule shall also include estimated supply costs.

Section III.

Attachments

You may include attachments but they may not exceed three, single-sided pages in length.