

**Subject: Request for Proposal - Special Projects Contract for
Texas Association of Community Action Agencies**

The Texas Association of Community Action Agencies is seeking proposals for a 12-months special projects contract role to assist the Texas Association of Community Action Agencies (TACAA) in researching, developing, and launching defined membership services and training programs. The purpose of these initiatives is to offer valuable resources and programs that will enhance the capacity of both the Association and its member agencies. The Special Projects Coordinator will execute 3-5 key projects and various tasks that will help our team operate more efficiently and will enable the Executive Director to focus on broad strategic initiatives both within and beyond the organization.

Project Overview: The selected contractor will work closely with the TACAA Executive Director to conduct thorough research, design, and implement membership initiatives and training programs tailored to the specific needs of community action agencies in Texas. The goal is to provide comprehensive support, resources, and capacity-building opportunities that contribute to the overall effectiveness and sustainability of TACAA and its members.

Key Objectives:

1. **Program Development:** Design and develop membership service programs that address identified needs, including but not limited to resource-sharing platforms, collaborative initiatives, and information exchange channels.
2. **Training Programs:** Create a structured training curriculum that covers essential areas for capacity building, leadership development, and effective community engagement for TACAA members.
3. **Launch and Implementation:** Assist in the successful launch and initial implementation of the developed programs, ensuring seamless integration with existing TACAA initiatives.

Proposal Submission Requirements: Interested parties are invited to submit a detailed proposal addressing the following:

1. **Background and Experience:** Provide an overview of your organization's background, relevant experience, and expertise in developing and implementing similar programs for nonprofit associations.
2. **Approach:** Outline your proposed approach, methodology, and timeline for accomplishing the research, development, and launch of the membership service and training programs.
3. **Team Composition:** Provide information about the key personnel who will be involved in the project, including their qualifications and roles.
4. **Budget:** Present a detailed budget, including a breakdown of costs associated with research, program development, training, and launch activities.
5. **References:** Include at least three professional references from organizations for which similar services have been provided.

TACAA is a small team, with Texas-sized impact. To role requires the following characteristics:

- **Detail-oriented:** Highly organized and loves taking on complex projects with competing priorities and many dimensions, and comfortable and efficient working in a startup environment.
- **A motivated self-starter:** Set clear timelines and drive projects to completion.
- **Collaborative and agile:** Strong interpersonal skills and an ability to work collaboratively.
- **An excellent communicator:** Strong communicator with a willingness to learn and grow the Community Action mission.
- **Trustworthy:** Handle confidential and sensitive information with humility, professionalism, and discretion.

Proposal Submission Timeline: December 1 - December 30, 2023 at 11:59 PM CT

Please submit your proposal electronically to AmandaShelton@TACAA.org no later than December 30, 2023. Late submissions will not be considered.

We look forward to receiving your proposal and the opportunity to work together on this important initiative.