



Service Provider Partner Request for Proposal

Requester

This request for proposal (RFP) is issued by Almost Home, Inc. All communications regarding this RFP should be directed as follows:

Delaney Coe, Deputy Director
Almost Home, Inc.
22 S. 4th Ave. Ste. 102
Brighton, CO 80601
Direct: 303-918-7970

This proposal is for services to assist Almost Home, Inc. (Brighton, Colorado) in becoming a more resilient organization by using a trauma-informed organizational development planning process.

Agency Background

[Almost Home, Inc.](#) (AH) is a multi-county homeless prevention provider that promotes self-sufficiency and assists individuals and families experiencing housing instability. Serving as an anchor organization within the housing stability ecosystem in Adams and Southern Weld Counties, AH provides a significant number of resources to a high-needs population. Each of our programs are designed to make homelessness rare, brief or one time. Our targeted services help members of our community develop the skills and obtain the resources to reach long-term self-sufficiency.

Agency Need

Almost Home, Inc. identifies a need to deploy new organizational development practices to address the rising need of services, combat high rates of staff attrition, and build a more safe, resilient, and sustainable organization. In the past three years, AH has experienced rapid growth in response to the COVID-19 pandemic and the Colorado affordable housing crisis. However, with this growth, AH, like many other emergency service organizations, experienced a myriad of negative impacts. Our staff turnover in 2021 was the worst it has ever been. Ten members of our 17-person staff transitioned out of their role. Of that, 70% were recent new hires. We believe this is the consequence of work-related trauma unique to social workers and human service providers who are constantly battling the effects of compassion fatigue as they do their best to advocate for their clients. This request for funding will bring vital resources to our efforts to address a myriad of organizational development issues.

Project Description

Recently, Almost Home, Inc. engaged in a three-year strategic planning process. AH seeks to implement an organizational development process (using a trauma-informed lens) to run in conjunction the launch of their new three-year strategic plan. This parallel process will do two things: 1) to integrate trauma-informed organizational development principles into the implementation of our strategic plan to build an even more resilient organization; and 2) bolster our efforts to hire and retain culturally diverse staff that provide key emergency services to a two-county region.

22 S. 4th Ave. Suite 102
Brighton, Colorado 80601
Phone: 303-659-6199
Fax: 303-659-8859

Website: www.AlmostHomeOnline.org
E-Mail: info@AlmostHomeOnline.org





22 S. 4th Ave. Suite 102
Brighton, Colorado 80601
Phone: 303-659-6199
Fax: 303-659-8859
Website: www.AlmostHomeOnline.org
E-Mail: Info@AlmostHomeOnline.org



Scope of Work

Almost Home will engage a third-party consultant with expertise in coaching community-based nonprofits to complete the following activities:

- Assess current organizational capacities and areas of growth through the use of focus groups or surveys.
- Provide group facilitation with staff to identify ways to enhance staffing practices and benefits, and changes to policies, and procedures to reduce attrition and secondary trauma by addressing these elements:
 - Enhancing AH staffing processes and practices to reduce secondary trauma and compassion fatigue.
 - Review and enhance compensation structure, benefits, and wellness offerings for staff.
 - Review and enhance supervision processes, team meetings structures, and a variety of other organizational development elements to improve the culture of the organization and increase staff satisfaction and retention.
 - Enhance Almost Home organizational infrastructure to address issues of implicit bias, power, safe communication, etc.
 - Enhance Almost Home organization infrastructure to diversify decision-making, increase client-driven input, increase transparency, etc.
 - Identify additional operational infrastructure, resources, and programs needed to support all the above.
 - Support the staff to identify and implement changes to the work environment to support things like mindfulness, wellness, team building, etc. to support a restorative and agile worksite.
- Then, the consultant will wrap all findings into an organizational plan.
- The consultant will also compile important information, e.g., description of project, major findings, implementation steps, and lessons learned in a power point slide deck so staff can provide presentation(s) to board members, peer organizations, county leadership, etc.
- Finally, consultant will also provide one or two coaching sessions to organizational leadership to support next steps.

We expect that a consultant will work with us for one year or less to complete this project, but can be flexible on project length.

Description of Desired Outcomes

At the end of the process, we would like to see the following outcomes:

- One or more focus groups or surveys conducted with staff.
- One or more facilitated group discussions with staff where suggestions are solicited, options are ranked and compiled, etc.
- One or more facilitated sessions with AH leadership team.
- A multi-page organizational plan that provides a summary of key findings and recommendations for next steps.
- A PowerPoint slide deck with key findings so staff can provide presentation(s) to board members, peer organizations, county leadership, etc.

Proposal Content & Deadline

Interested parties should submit the following:

- All proposals must be submitted by Wednesday, November 30, 2022.
- A proposal, not to exceed five pages and to include a proposed consulting plan.
- A list of past clients.
- Resumes for all relevant team members.
- Proposals should contain the following:
 - Contact information
 - Personnel information
 - Project description/approach
 - References, with contact information
 - Project timeline
 - Cost proposal

Applicants must clearly demonstrate the following:

- At least 7 years of experience in the field of diversity, equity, inclusiveness, and/or trauma-informed organizational development work.
- Thorough understanding of issues of inclusiveness and trauma-informed approaches.
- Ability to communicate effectively with diverse populations.
- Knowledge of nonprofit organizations.
- Strong communication skills.
- Flexibility.

Any questions regarding this RFP should be directed to Delaney Coe at dcoe@almosthomeonline.org.