REQUEST FOR PROPOSALS (RFP)
Platform for the GASC Capacity Building Network

Issued by: UCAN – Anchor Organization & Intervener
Proposal Deadline: March 20, 2026

1. Introduction & Background

UCAN administers The Government Alliance for Safe Communities (GASC) Capacity Building Network, which provides comprehensive capacity-building services to community-based organizations (CBOs). The program connects CBOs with subject matter experts (SMEs) who provide training, technical assistance, planning, and strategic guidance.
The Network requires a platform to be used for communication, service coordination with CBOs and SMEs, and to track opportunities and activities.

2. GASC Capacity Building Network

The GASC Capacity Building network or "The Network" is a comprehensive capacity building program for community-based organizations (CBOs) in the Chicago region. Led by the Government Alliance for Safe Communities (GASC) and administered by anchor organization, UCAN. The Network provides tailored training and technical assistance that strengthens organizations and allows them to maximize their impact in communities.

The Network connects CBOs with a diverse network of Subject Matter Experts (SMEs) who provide tailored support to meet their individualized needs and uses a comprehensive Capacity Building Assessment to track progress and inform capacity building planning in collaboration with CBOs.

3. Domain Definitions (13 Domains)

The program will provide capacity building in the following domains:
• Advocacy: Cultivating relationships with elected officials to build public support aligned with organizational goals.
• Board Development: Recruiting, training, and strengthening nonprofit boards for effective leadership and accountability.
• Communications & Public Relations: Strengthening internal/external communications, public messaging, and media engagement.
• CVI Model Best Practices: Applying recognized best practices in the Community Violence Intervention model.
• Data Collection & Analysis: Establishing systems to collect and analyze program and operational data.
• Fiscal Management: Strengthening accounting, budgeting, revenue management, and financial reporting compliance.
• Fundraising: Securing support from individuals, foundations, corporations, and government sources.

• Leadership Development: Building leadership skills, confidence, and overall organizational performance.
• Organizational Development: Strengthening alignment with mission, culture, policies, processes, and change management.
• Partnership Development: Building and sustaining collaborations with external stakeholders.
• Program Evaluation: Designing and managing evaluation of activities, outcomes, and impact.
• Program Management: Planning, implementing, and improving programs to meet goals and quality standards.
• Strategic Planning: Developing long-term structured plans to guide organizational priorities and decision-making.

4. **Scope of Work**

UCAN is seeking a contractor to create and maintain an online platform to be used for communication, service coordination with CBOs and SMEs, and to track opportunities and activities for The Network. The platform will be focused on managing and optimizing digital tools and workflows to support program delivery, communications, and program operations. Considerations for scaling the platform should also be made as The Network grows.

Requirements of the platform include:
- Onboarding of new users including CBOs, SMEs, and Network staff, and others as needed
- Scheduling and calendar management including scheduling individual meetings, maintaining an accessible programming calendar with opportunities to sign up for events, maintaining calendar availability, and other needs as identified
- Communications between users including facilitating simple and accessible digital engagement between CBOs, SMEs, and others to provide operational support and bolster program delivery.
- Maintaining resource libraries for users including uploading and organizing resources and making them accessible
- Platform maintenance including regular evaluation of the current tech stack and needs to support informed decision making and investments in tools to support The Network's long-term growth.
- Ability to troubleshoot issues
- Maintenance of workflows and processes
- Maintaining of existing microsite components such as landing pages and forms

Contractors will:
- Create workflows for each of the requirements:
  - Onboarding of new users
  - Scheduling and calendar management
  - Communications between users

- Create processes for platform maintenance including executing routine updates to improve platform efficiency
- Participate in regular platform check-ins to provide updates on progress, identify opportunities for improvement, and discuss technical needs

5. **Contract Award:**
   - Total amount of contract is $45,000
   - Payable via monthly invoices, net 30 day terms

6. **Submission Requirements**

Applicants must submit:
- Cover Letter
- Resume/CV
- Work Samples
- Narrative Proposal outlining approach
- Annual Contract Rate
- Three References
- Proof of Insurance – Workers Compensation (statutory limits)
   Professional liability ($1,000,000 limit)

Submit all proposals by 5:00 pm on March 20, 2025
to Terri Sharpp, Chief Operations Officer
email: Terri.sharpp@ucanchicago.org

7. **Proposal Timeline**

- RFP Release: March 9, 2026
- Q&A Closes: March 13, 2026
- Proposal Deadline: March 20, 2026 (5:00 PM CST)
- Review & Scoring: March 23 – 24, 2026
- Interviews: March 26, 2026
- Notification: March 30, 2026

Scoring Rubric for Selection

Criteria	Weight (%)	Description
Relevant Expertise	30	Demonstrated experience in selected capacity-building domains.
Quality of Work Samples	20	Strength and relevance of submitted materials.

Clarity of Proposed Approach	20	Defined methodology, and alignment with GASC needs.
Rate Structure	15	Reasonableness and competitiveness of annual contract rate.
Professionalism & Completeness	15	Thoroughness of submission, references, and documentation.