



REQUEST FOR PROPOSALS (RFP)

Project Management Infrastructure

Issued by: RISE Together Innovation Institute

Release Date: March 30, 2026

Proposal Due Date: April 12, 2026

I. Introduction

RISE Together Innovation Institute (RTII) invites qualified vendors to submit proposals to design and implement an organizational project management infrastructure.

This infrastructure will provide a centralized, integrated system and set of workflows that enable RTII to coordinate, track, and report on initiatives, grants, and governance activities across the organization.

II. Purpose

RTII operates as an applied learning and innovation lab focused on advancing economic security and mobility in Franklin County. Through cross-sector collaboration and pilot investments, RTII supports initiatives aligned with the Rise Together Blueprint to Reduce Poverty.

As RTII grows, there is a need to:

- Align project tracking across initiatives and grants
- Provide a single source of truth for deliverables and timelines
- Standardize workflows across teams and functions
- Support reporting to funders, leadership, and the Board

The purpose of this RFP is to select a partner to:

- Design a comprehensive project management infrastructure (system, workflows, governance, reporting)
- Implement and configure a project management platform aligned to this infrastructure
- Establish standardized processes for tracking, reporting, and accountability
- Support staff adoption and long-term sustainability of the system

III. Project Goals

The selected partner will help RTII achieve the following goals:

1. Design an Organizational Project Management Infrastructure

Develop a comprehensive system architecture that defines how work is structured, tracked, and managed across the organization.

2. Standardize Workflows and Processes

Establish consistent processes for managing initiatives, grants, board activities, and partner coordination.

3. Improve Visibility and Accountability

Enable clear tracking of deliverables, ownership, deadlines, and progress across all workstreams.

4. Align with Grant and Governance Requirements

Ensure the system supports reporting to funders and preparation for board and committee activities.

5. Strengthen Organizational Efficiency

Reduce administrative burden and improve coordination across staff and partners.

IV. Deliverables and Timeline

Estimated project duration: 3 months

The selected partner should be able to produce all, but not limited to, the items listed below:

- Project management infrastructure design (documented architecture)
- Configured and operational project management system



- Standardized workflow templates and SOPs
- Dashboards and reporting tools
- Training materials and user documentation
- Post-implementation support plan

Respondents should propose a detailed work plan and timeline aligned with the scope of work.

V. Budget

Proposals should include:

- Total cost and pricing structure (e.g., fixed fee, monthly retainer, hourly, or phased)
- Payment milestones tied to defined deliverables or phases

VI. Desired Qualifications

RTII seeks a partner with:

- Demonstrated experience designing and implementing project management systems or infrastructure
- Experience working with nonprofit, public sector, or multi-stakeholder environments
- Strong workflow design and change management capabilities
- Ability to deliver rapid implementation within defined timelines

VII. Proposal Requirements

Proposals should include:

1. Cover Letter
2. Organizational Background and Relevant Experience
3. Proposed Approach
4. Work Plan and Timeline
5. Staffing Plan and Key Personnel
6. Budget and Pricing Structure
7. Examples of Similar Work

Suggested length: 6-10 pages (excluding examples of similar work)

VIII. Submission Instructions & Engagement Timeline

Proposal must be submitted electronically in PDF format to info@rtiico.org with the subject line: **Project Management RFP**



Any questions must be submitted to info@rtiico.org by **11:59 pm on Apr 5, 2026** with the subject line: **Questions - Project Management RFP**

Proposal Deadline: **11:59 pm on April 12, 2026** (late proposals will not be accepted)

Proposal Release Date	March 30, 2026
Q & A Period	March 30 - April 5, 2026
Responses Shared to all Questions	April 6, 2026
Proposal Deadline	April 12, 2026
Interviews with Finalists	Week of April 20 th
Vendor Selection	April 24, 2026
Project Kickoff	Late April – Early May 2026
Implementation Period	May–June 2026
System Launch	No later than the first week of July 2026

IX. Scoring Criteria

Proposals will be evaluated using the following scoring framework:

Criteria	Description	Total Points
Alignment	Alignment with project scope and deliverables	5
Overall approach	Demonstrated expertise, methodology, and work plan	5
Local presence / community economic impact	Demonstrated local business presence and contribution to local economic opportunity	2.5
Experience	Relevant examples of similar deliverables / work	5
Budget / cost Effectiveness	Overall alignment to budget and value delivery	5
Community responsiveness and accessibility	Ability to engage intended communities, reduce barriers to access, and deliver services in an accessible and culturally responsive manner	2.5

Total possible points: 25



X. Rights Reserved

RTII reserves the right to:

- Reject any or all proposals
- Request additional information or clarification from proposers
- Negotiate with one or more proposers
- Award a contract in whole or in part

RTII will make reasonable efforts to solicit qualified local businesses and may apply a local business preference as part of best-value evaluation. Local preference will not supersede funder requirements, competition requirements, or the obligation to select the proposal that offers the best overall value to the organization.

RTII seeks competitive proposals that reflect the best value for the services requested. Proposers must submit a detailed cost proposal by lot, including fixed fees, hourly rates, assumptions, and any optional or implementation-related costs. RTII reserves the right to negotiate final scope, staffing, and price, to reject proposals deemed not cost-reasonable or outside available funding, and to make one or more awards in its best interest.

The work of RTII is made possible through the generous support of the Franklin County Board of Commissioners and their commitment to advancing the Rise Together Blueprint to Reduce Poverty.

