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REQUEST FOR PROPOSALS (RFP)

Operations and Strategy Implementation

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 provide operations and strategy advisory and implementation support.

This engagement is designed to support RTII's continued growth by providing senior-level strategic and operational guidance, while building internal capacity for long-term sustainability.

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:

- Strengthen internal operational systems and cross-functional coordination
- Translate long-term vision into clear, actionable work plans
- Ensure consistency and quality of deliverables and outputs
- Support leadership in aligning strategy, execution, and communications



The purpose of this RFP is to identify a consultant who can function as a strategic thought partner and operational advisor, while supporting internal leadership development and execution.

III. Priority Areas of Focus

The selected partner will support RTII in achieving the following:

- 1. Strengthen Strategy-to-Execution Alignment**
Support translation of organizational priorities into clear, implementable plans and workstreams.
- 2. Improve Cross-Department Coordination**
Establish structures and practices that align work across teams, initiatives, and functions.
- 3. Enhance Operational Systems and Processes**
Design and refine policies, SOPs, and internal workflows to support consistency and efficiency.
- 4. Improve Quality and Readiness of Deliverables**
Support consistent, aligned, and high-quality deliverables across workstreams.
- 5. Strengthen Organizational Communications**
Support alignment of internal and external communications with strategic priorities.
- 6. Build Internal Capacity**
Strengthen RTII's ability to sustain these practices and systems internally over time.

IV. Timeline

Estimated project duration: 6-12 months

RTII anticipates a phased approach, with more intensive support in early stages and a gradual transition to internal ownership.

Respondents should propose a timeline and level of effort aligned with this approach.



The following deliverable has a deadline of **June 30, 2026**:

- Develop position descriptions and departmental objectives for all positions

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:

- Senior-level experience in operations, strategy, or organizational leadership (e.g., COO, Chief of Staff, or equivalent roles)
- Experience working in nonprofit, public sector, or multi-stakeholder environments
- Strong ability to translate strategy into execution
- Experience designing and implementing operational systems and SOPs
- Experience supporting cross-functional coordination
- Demonstrated ability supporting internal capacity building and leadership development
- Strong communication and facilitation skills

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: **Operations and Strategy RFP**



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

IX. Scoring Criteria

Proposals should 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.

