

Request for Proposals

Organizational & Network Capacity Assessment

Issued By:

The Ohio Statewide Independent Living Council

670 Morrison Road, Suite 200

Gahanna, Ohio 43230

www.ohiosilc.org

Issue Date: 1/23/2026

Proposal Due: 2/18/2026 at 5:00 PM

Contact for Question:

Jeremy Morris

Executive Director

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614-800-0123

1. Introduction and Background

The Ohio Statewide Independent Living Council (OSILC) is seeking proposals from qualified consultants to conduct a comprehensive assessment to inform the planning, development, and direction of the 2028-2030 State Plan for Independent Living (SPIL). The SPIL provides a strategic direction for the work of the Independent Living Network in Ohio consisting of the OSILC and the 12 Centers for Independent Living.

The OSILC is a disability-led advocacy and planning organization promoting the independence, inclusion, and empowerment of individuals with disabilities in Ohio.

We are seeking an assessment to evaluate the structure, functioning, and capacity, of a network of organizations working collectively to achieve shared goals.

2. Purpose of the Needs Assessment

The Operational & Network Capability Assessment will:

- a. Evaluate how effectively the OSILC and Network of CILs functions as a system.
- b. Identify operational strengths, gaps, and risks across the network.
- c. Examine working relationships between organizations, leadership, and staff across the system.
- d. Assess network needs for training and technical assistance.
- e. Provide actionable recommendations to strengthen the network's performance, sustainability, and accountability.

3. Scope of Work

The selected contractor will be responsible for completing the following tasks.

Proposers may recommend refinements or enhancements to the scope.

- a. Network Structure and Leadership
 - i. Outline roles and responsibilities across the network
 - ii. Identify areas of strength in leadership
 - iii. Identify gaps in network leadership
 - iv. Evaluate network communication with partners for effective ways to improve.
- b. Collaboration and Network Health
 - i. Assess the quality of collaboration and trust
 - ii. Identify ways to promote peer learning and share-s problem solving
 - iii. Identify mechanisms to build responsiveness and mutual accountability.
 - iv. Propose ways to build greater network collaboration and system-wide cooperation.
- c. Barriers and Limitations
 - i. Report any potential barriers and network limitations.
 - ii. Recommend areas of improvement.
- d. Operational Efficiencies
 - i. Analyze potential areas for consolidation of resources or sharing of expenses to increase the operational efficiencies

- ii. Provide recommendations of possible joint or network shared staffing structures.
- e. Reporting and Recommendation
 - i. Provide a final report of recommendations for areas of improvement or ways to enhance current work.
 - ii. Provide an outline of a network agreement and commitment to collaboration.
 - iii. Present final findings and recommendations to the Network of CILs and the OSILC leadership.

4. Deliverables

At minimum, deliverables shall include:

- a. Timeline and work plan
- b. Assessment tools and instruments
- c. Summary of activities
- d. Draft final report
- e. Final report
- f. Presentation of findings to network leadership

5. Project Timeline

The anticipated timeline of the project period is March 15, 2026 – June 30, 2026.

6. Budget

- a. Proposals should include a budget that identifies:
 - i. Total project cost.
 - ii. Any anticipated expenses.
 - iii. Optional project enhancements.
 - iv. Hourly rates, fixed pricing, or deliverable-based payments.
- b. The total budget for this project shall not exceed \$20,000.

7. Proposer Qualifications

- a. Proposals should demonstrate:
 - i. Existing experience in conducting similar needs assessments.
 - ii. Relevant subject-matter expertise.
 - iii. Experience in working with the disability community.
 - iv. Commitment to ensuring accessibility in practices.

- v. Ability to meet timelines and deliver high-quality work.

8. Proposal Submission Requirement

- a. Proposals should include:
 - i. Cover Letter
 - ii. Organizational background and qualifications
 - iii. Proposed approach and methodology
 - iv. Work plan and timeline
 - v. Project team and roles
 - vi. Budget and budget narrative
 - vii. Examples of similar work or references
- b. Proposals must be submitted electronically to jmorris@ohiosilc.org

9. Evaluation Criteria

- a. Proposals will be evaluated based on:
 - i. Background and qualifications (30 points)
 - ii. Work plan details (50 points)
 - iii. Budget reasonableness and value (20 points)

10. Conditions and Rights Reserved

- a. The OSILC reserves the right to:
 - i. Reject and or all proposals
 - ii. Request additional information or clarification
 - iii. Negotiate scope of budget with selected proposer
 - i. Cancel or modify this RFP at any time

11. Questions and Clarifications

- b. Questions regarding this RFP must be submitted in writing to the contact listed above by: 2/6/2026