



Hillsboro Downtown Partnership RFP for Volunteer Program Development

Released: September 7, 2016

Closes: **New Date October 24, 2016 (Deadline extended)**

Timeframe: December 2016 – August 2017

UPDATED ON OCTOBER 14, 2016

The Hillsboro Downtown Partnership (HDP) is a 501c3 nonprofit organization dedicated to Downtown Hillsboro's revitalization. Our mission is to cultivate and promote our vibrant, historic Downtown. To achieve its objectives, HDP is coordinated by a full-time executive director, a board of directors, and volunteer committees made up of business owners, property owners, residents, and community leaders.

HDP seeks a consultant to develop the infrastructure necessary to implement a successful volunteer program capable of meeting the future needs of the organization, building from the current level of engagement.

BACKGROUND INFORMATION

HDP is a new organization that was formed in December 2014 and began operations in September 2015 with the hiring of an executive director, the sole paid employee of the organization.

Purpose of the Volunteer Program:

- **Attract volunteers that can execute projects and/or provide project leadership.**
- **Enable volunteers to understand and support the mission in order to be representatives for HDP.**

Using a unique preservation-based economic development tool, the Main Street Four Point Approach, our purpose is to:

- Promote Downtown Hillsboro as the heart of the community.
- Strengthen and diversify Downtown Hillsboro's economic base.
- Enhance the unique physical characteristics of historic Downtown Hillsboro.
- Build community pride through creative partnerships and volunteerism.

The Four Point Approach is administered through the National Main Street Center, a subsidiary of the National Trust for Historic Preservation. The Approach is formed around what economists call the "four forces of property value," social, political, physical, and economic. HDP's work not only drives vitality but accelerates the return on investment of district property owners. Currently, 44 states have adopted the Main Street model, and within Oregon, 90 communities are practicing the Main Street Four Point Approach to revitalization.

The model relies almost entirely on community support and involvement. In its first year of operation, HDP has already recruited, engaged, and utilized over one hundred individual volunteers. Volunteer responsibilities have ranged from board of director positions to presenters,

event set-up to outreach, alcohol servers to cashiers. As the organization continues to grow, volunteer positions to support all aspects of operation will be necessary to achieve annual development, outreach, and fundraising goals.

PROJECT SCOPE

HDP seeks a consultant that brings new experience and expertise to the development of a volunteer program that will benchmark to similar Main Street Programs. As part of the proposal process, consultants are encouraged to make recommendations around the scope and the tasks outlined below. The expected timeframe for this project is December 2016 through August 2017. The tasks are not necessarily presented in order.

1. Assess the organization's volunteer needs to support existing and future programs.
2. Collate existing materials and volunteer related information.
3. Develop a comprehensive and sustainable program overview, including considerations such as recruitment, retention, ongoing evaluation, internal and external communication, documentation, etc.
4. Develop appropriate content for new volunteer trainings.
5. Develop tools to support and manage existing program and anticipated growth.
6. Identify sustainable strategies for expansion over the next five years.
7. Support communication, evaluation, and continuous improvement engaging HDP staff and appropriate stakeholders in the process throughout the project.

DELIVERABLES

The following list of deliverables are expected based on the tasks identified above, but may change based on recommendations by the consultant. HDP anticipates that individual deliverables may be implemented as they are completed and that a full implementation will begin roll out by July 1, 2017. This will allow for time within the contract to make adjustments and updates as needed before the project is signed off. Deadlines will be determined at time of contract signing.

1. Written summary report of HDP's volunteer-related needs and recommend specific products or processes for sustainably meeting identified needs. (Due before completing the remaining deliverables.)
2. Written comprehensive HDP Volunteer Program Overview.
3. Written content for trainings, including materials, descriptions of learning activities, and assessment tools.
4. Written drafts of applicable policies to be presented to the HDP Board of Directors for review/approval.
5. Written best practices for recruitment, application processing, reporting/recording hours, retention, appreciation, and releasing volunteers.
6. Developed materials and templates necessary for recruitment, screening, training, evaluating, retaining, and separating from volunteers.
7. Written five-year strategic plan for growing and developing the HDP volunteer program to meet the anticipated needs of the organization.

APPLICATION PROCESS

Questions about the organization, project or application process can be directed to Saira Siddiqui, HDP Executive Director, at director@hillsborodowntown.com or **503-640-6145 (corrected phone number)**.

Interested applicants must submit a PDF attachment of the following items to director@hillsborodowntown.com no later than **October 24, 2016 at 9:00 am**.

1. A description of approach, describing how you would carry out the tasks outline above.
2. A firm estimate of the fees to be charged and an estimate of expenses that would be incurred.
3. A summary of your recent and relevant projects and experience.
4. Resumes of all consultants and subcontractors who would be involved in the project.
5. Names, phone numbers, and email addresses of three individuals for organizations who have been your clients or employers during the last thirty-six months and whom we can contact as references.

SELECTION PROCESS

All applications will be reviewed by the HDP Organization Committee, who will make a recommendation for selection to the Board of Directors in October. Qualified applicants may expect the Organization Committee Chair or Executive Director to contact them during this review process with clarifying questions.

The Executive Director will contact the finalist by November 6, 2016 to discuss contract terms and scheduling.