**2011 Request for Proposals (RFP)**

## Nonprofit Program Management Consulting Projects

Deadline for submission: August 15, 2011

**Application Requirements**

 If you are seeking assistance for two projects, please submit separate and complete applications for each project. Proposals should include the following materials.

1. Cover sheet that includes:
* Name of organization
* Full address
* Phone, email, fax, website
* Liaison for the project with contact information
1. A 2-3 page narrative description of the project including:
* Project title
* Project description
* Information available to the student team for use in the project
* Brief description of the organization

**Additional Requirements**

1. Successful applicants must be able to meet with students between September 14 – 23, 2011 to discuss and modify/clarify project as necessary.
2. The nonprofit organization must appoint one staff person as the project liaison. This person will serve as the point of contact for the graduate student team.
3. Additional staff should be available to respond to questions and provide additional materials requested by the student team as needed. If the project involves phone surveys, copying, or travel, the nonprofit organization should be prepared to incur those expenses.
4. Student presentations will be scheduled for Wednesday, December 7th between 12:20 and 2:50 p.m. in Gordon Hall on the UMass campus. Liaisons and additional representative are welcome to attend the presentation or schedule a separate presentation at your organization.
5. The final written report will be provided to your organization and kept on file by Professor Bushouse. If there are confidentiality concerns regarding the report, appropriate accommodations will be made.

# Timetable

August 15, 2011 Proposals due

August 15 – September 14 Proposal review; Liaisons may be contacted to

discuss/clarify project; students select projects, teams formed; notifications sent to liaisons

September 14 – 23 Students teams meet with project liaison

**If you have questions, please email Professor Bushouse at nonprofitrfp@pubpol.umass.edu**