



**CONSULTANT REQUEST FOR PROPOSAL:**

Proposals must be submitted no later than Thursday, October 20, 2022 at 11:59pm

Please submit to:

Morgan Striggles, Human Resources Director

Vera House, Inc.

723 James Street

Syracuse, New York 13203

315.425.0818

[mstriggles@verahouse.org](mailto:mstriggles@verahouse.org)

[www.verahouse.org](http://www.verahouse.org)

**Organizational Background:**

Vera House, Inc. is a human service agency with over 40 years of experience in delivering both direct victim services and community-level prevention efforts related to domestic and sexual violence, abuse in later life, and other forms of harm. Vera House provides the most critical services of sheltering, advocacy, clinical therapy, and legal services.

**Need:**

Vera House, Inc. is seeking proposals from consultants with preferred experience and expertise in compliance, marketing and communication and program development. Each of these areas is requiring assessment, work plan and staff development and implementation directly and/or supported. We are specifically seeking a consultant who is certified as a Minority and/or Women Owned Business Enterprise in New York State.

**Specific Consultant Areas as follows:**

**Compliance:**

- Purpose: Assess, analyze, and determine compliance with regulations and standards related to government grants and contracts. Provide expertise in the field of domestic, sexual violence and crime victim service
- Role: identify compliance issues, develop methods, solutions, and SOP to reduce/eliminate risk, train and support staff in execution and evaluation
- Team: Collaborate with executive, senior leaders and department supervisors
- Responsibilities: Determine compliance standards, procedures
  - Design work plans to achieve objectives and evaluate standards
  - Research necessary information to design and support regulations
  - Construct necessary compliance polices and procedures with plans of implementation
  - Report violations, corrections, progress, recommendations, and plans to executive leadership

**Vendor Proposals:**

Please submit a timeline, scope of services and outline of costs (consultant time). Each timeline should not exceed a 12month period with an option for renewal at the 6month period.

<b>RFP and Project Timeline:</b> RFP distribution to vendors	October 3, 2022
Questions/inquiries to <a href="mailto:mstriggles@verahouse.org">mstriggles@verahouse.org</a>	Open
Responses to questions/inquiries	One Business Day
Proposal due date	October 20, 2022 at 11:59pm
Review of proposals and vendor interviews	Week of October 10, 2022
Anticipated decision and selection of vendor	October 21, 2022
Anticipated commencement date of work	On or after October 24, 2022
Completion date	No later than October 2, 2023

**Selection Criteria:**

Proposal Submissions should include the following:

**Firm Information**, including

- The company name, contact name, mailing address, telephone number, fax number, email address, and website
- Name(s) of staff members who would be assigned to this project and the functions to be performed by each
- A description of the qualifications of the staff who would work on the project

**Cover Letter and Resume of Consultant**

- A concise narrative detailing the proposed approach to the project

**Experience**

- Three references with a brief description of the relationship and contact information

**Proposed project timeline and work plan****Costs**

- Estimated budget for all work
- Consultants must agree to keep the quoted pricing in their proposals for a minimum of 90 days after proposal submission

**Contact information and deadline for submission:**

This RFP will be posted on the Vera House, Inc. website, [www.verahouse.org](http://www.verahouse.org), and may be distributed to individual. Questions regarding this RFP must be submitted via email to [mstriggles@verahouse.org](mailto:mstriggles@verahouse.org). Responses will be shared within one business day. Inquiries will only be received and answered by email. Respondents must submit a copy of their proposal in PDF via email to [mstriggles@verahouse.org](mailto:mstriggles@verahouse.org) by 11:59pm on October 7, 2022.

**Rights:**

Vera House, Inc. reserves the right to award the bidder that presents the best value as determined solely by Vera House, Inc. in its absolute discretion. Vera House, Inc. reserves the right to reject any or all bid proposals, in whole and in part, received in response to the RFP prior to engagement.

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