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

## **Disability Rights Maryland**

### **Request for Proposals**

### **Strategic and Organizational Planning Services**

#### **Introduction**

Disability Rights Maryland (DRM) has initiated this Request for Proposals (RFP) to select a vendor to conduct a strategic and organizational planning process for fiscal years 2020-2025 (October 30, 2019 – September 30, 2024).

#### **Who we are**

Founded in 1973, DRM is the only Maryland statewide not-for-profit corporation providing free disability legal and advocacy services, disability rights education and information, public policy advocacy, and abuse and neglect investigations for persons with disabilities and their families. DRM is Maryland's designated Protection & Advocacy agency (formerly known as "Maryland Disability Law Center"). DRM is federally mandated to advance the civil rights of people with disabilities. DRM receives the majority of its funding from federal grants and the state IOLTA program. Each of these grants carries restrictions that limit who is eligible for our services and what types of services we can provide.

DRM has over 36 staff all located in our main office in Baltimore.

To learn more about DRM visit <https://disabilityrightsmd.org/> To learn more about our national network of Protection and Advocacy agencies visit [www.ndrn.org](http://www.ndrn.org).

## **Scope of Services**

DRM envisions a process that revisits its organizational structure, revenue and programmatic sustainability, program design, board governance and involvement. A successful plan will also include the ability to measure progress and strategies for the program to adjust based on changing legal, advocacy, policy and fiscal conditions.

In large part, this is not a strategic plan for program goals and objectives. DRM has just concluded its process to establish a one-year plan for program goals and objectives.

## **Confidentiality**

All data collected becomes the property of DRM. The vendor will also agree to keep information related to any litigation, program, abuse and neglect, advocacy or similar strategies about DRM, the Protection and Advocacy Network, or the National Disability Rights Network in strict confidence.

## **Proposal Requirements**

1. Introductory Letter
2. Proposed Work Plan, Approach, and Timelines
3. Strategic Planning Expertise/Experience
4. Projected Cost
5. References

To be considered, one (1) proposal must be received by 1:00 P.M., January 13 at DRM by:

Email [RobinM@disabilityrightsMD.org](mailto:RobinM@disabilityrightsMD.org)

## **Compensation:**

The selected vendor will be paid a range between \$10,000 to \$15,000 based on DRM's proposal requirements, inclusive of expenses. Applicants

must submit total estimated hours for the project, hourly rate and total estimated cost for services.

**Timeline:**

Friday, December 30 11:00 am – 12:00 pm Technical Questions/Inquiries Conference Call

Dial In: 443-692-2548

Participant Code: Choose Bridge Line 3 and enter 5413#

Monday, January 6, 2020 2:00 pm – 3:00 pm Technical Questions/Inquiries Conference Call

Dial In: 443-692-2548

Participant Code: Choose Bridge Line 3 and enter 5413#

January 10, 2020: 1:00 pm, proposals due to DRM

January 10 – January 24: Review and interview top applicants.

January 24, 2020: Board of Director selection of vendor

January 27, 2020: Vendor begins strategic planning process

April 2020: Board approves final strategic plan; implementation begins

**Evaluation and Selection Process**

Proposals should be detailed so that DRM may properly evaluate your ability to provide the required services.

An Evaluation Team consisting of DRM staff and board will review and evaluate all proposals. DRM's selection will be based on the contractor's project costs, qualifications, and experience in the areas described.

The board of DRM may hold interviews with the top-rated proposals. The board of DRM plans to approve a final selection by January 24, 2020.

**For additional information:**

Please contact Robin C Murphy, Executive Director  
at 410-727-6352, extension 2482.

RFP release date: December 19, 2020