



## **Request for Quote for Non-Profit Board Consultant**

Children's Advocacy Centers of Texas (CACTX) is accepting requests for quotes (RFQ) from established consultants for non-profit organizations with the purpose of training local children's advocacy centers' Boards of Directors within the Texas network on general board policies and procedures.

## **Background of CACTX**

Children's Advocacy Centers of Texas (CACTX), a 501(c)(3) organization, serves as the membership association for 70 statewide children's advocacy centers (CACs) in Texas. These centers provide crucial support to child victims of crime and their families, collaborating closely with local law enforcement, child protection, and prosecution agencies. CACTX offers training, technical assistance, pass-through funding, and grant management. It also ensures compliance with the Texas Standards for CACs and the Texas Family Code Chapter 264, Subchapter E.

## **Services to be Performed**

CACTX aims to establish a group of highly qualified and experienced contractors with expertise in board governance and non-profit management to provide on-site training sessions to selected CAC Boards across the Texas network, as identified by CACTX. The objective is to equip the local center Board of Directors with a foundational understanding of board member roles and responsibilities and essential policies and procedures.

Training topics will be tailored to the individual needs of the centers and cover various aspects of board governance and non-profit management. Training topics should address roles and responsibilities, including non-profit board requirements in the Texas business code, personal giving and fundraising, financial oversight, and distinctions between President, Executive Director, Board, and Executive Committee roles.

Additionally, sessions may include risk management, by-laws, board engagement, performance evaluations of the organization, succession planning, and strategic planning.

Other training areas may include policies on confidentiality/HIPAA, conflict of interest, financial policies, human resources (including raises and conflict resolution), and audits.

### **Training Structure:**

- Each training will consist of approximately 8 hours, on-site with local center Board of Directors. All local CACs are within the State of Texas.
- Selected Consultant(s) will be able to train on all Board-related topics. Specific focus topics for training from the list above will be identified for each center.

### **Responder Requirements:**

- Responder must have an established record of working with non-profit organizations and Boards of Directors
- Responder must have proven experience in training on the above listed topics.
- Responder must reside in Texas and be able to travel across Texas to present training on site at local CACs.

### **Your Response to this Request for Quote**

In responding to this request, we ask that your quote be a maximum of 2 pages that includes the following information:

- Description of your approach in working with non-profit organizations and boards
- Two (2) references from non-profit organizations for whom you have provided board training in the last three (3) years.
- Fee proposal for the professional services, including details of costs associated with training, and any additional fees.
- Total proposed fee should capture all costs including anticipated travel.

In addition to the quote, we request two (2) examples of written materials provided during training.

Respondents may reach out to [regionalteam@cactx.org](mailto:regionalteam@cactx.org) with questions before 5/6/24.

### **Evaluation of Quotes**

CACTX will evaluate proposals on a qualitative basis.

## Proposed Schedule

RFQ Issue Date	4/22/24
Deadline for additional information requests	5/6/24
RFQ Submission Deadline	5/20/24
Selection Completed	6/10/24
Contracts Issued and Completed	7/1/24 - 7/22/24
Anticipated project period	7/22/24 - 8/31/26

## Quote Submission

Please submit quotes (and supporting sample materials) by email in pdf format to: CACTX Regional Team - [regionalteam@cactx.org](mailto:regionalteam@cactx.org).

## Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations, or negotiations. CACTX assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that CACTX assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

## Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

## Debarment and Suspension:

Respondent certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration. The contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower-tier covered transaction it enters into.

**Rejection of Responses:**

CACTX reserves the right to accept or reject any or all quotes, with or without cause, to waive technicalities, or to accept the quotes whom, in its sole judgment, best serve the interest of the organization, or to award contracts to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after the contract is issued.