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REQUEST FOR PROPOSALS
for an
ORGANIZATIONAL STRUCTURE ASSESSMENT
of the
PRINCE WILLIAM SOUND SCIENCE CENTER

A. Purpose

This Request for Proposals (RFP) is to solicit proposals from qualified consultants to review and assess PWSSC's current management structure, levels of staffing, and potential areas for reorganization to enable the leadership of the organization to achieve greater mission impact as the organization shifts away from an "anchor funder" model.

B. Proposal Submission

1. Closing Date

Proposals must be received no later than Friday, January 19, 2024 at 9:00 a.m. Alaska time.

2. Inquiries

Inquiries concerning the RFP should be directed to Katrina Hoffman at (907) 424-4262 or [khoffman\[at\]pwssc.org](mailto:khoffman[at]pwssc.org).

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Consultant offering the proposal and will not be reimbursed by PWSSC.

4. Ownership and Confidentiality

All intellectual property will become the property of the entity receiving services. All data remains the sole property of the Prince William Sound Science Center. The consultant shall agree to keep information related to this process in strict confidence, including, but not limited to, the terms of the contract and any confidential business information or proprietary information that has been gathered on this project.

5. Services to be performed

- Examine the organization's structure and functions with an emphasis on management and administration. Identify gaps, strengths, and opportunities.
- Evaluate management and administrative structure, job design, and staffing levels.

- Provide recommendations for alterations of job descriptions where advisable.
- Propose alternative models for the organization's management structure with an emphasis on identifying and aligning key functions with strengths, an eye on reasonable workloads, and placing recommendations in the context of organizational needs. This may include additional staffing requirements and/or means of accomplishing administrative functions.
- Assess the functional assignments and human resources required to perform duties/fulfill key roles, and the budgetary impact of any proposed new positions or structures.
- Develop recommendations based on observed strengths and needs of the organization as it pertains to leadership as well as management support roles/administration.
- Define resources necessary to implement proposed changes (including cost implications).

6. Proposal Narrative

Please include the following information in your proposal:

- Methods by which you will evaluate PWSSC's organizational structure.
- How you will fulfill the services to be performed.
- Your experience performing similar organizational structure assessments.
- Your/your team's qualifications for performing the work (e.g. expertise, knowledge, experience, degrees, training).
- Identify other nonprofit or academically oriented entities for which you have performed similar services.
- Whether, how, and to what extent recommendations you have made were adopted by organizations you have provided this service for in the past, and what the outcomes were.
- A sample project timeline with major tasks and milestones; descriptions of activities to be performed. Include proposed completion date.
- A detailed project budget and proposed payment schedule.
- Preferred modes of communication.
- Identification of those on your team who will be involved with the project, including their role and experience.
- Proposer contact name, title, address, phone number, email address, and (if available), website. Names and contact information for any team members assisting with the project.
- Resumes of 1-3 key individuals who will be involved in performing the work.
- Three relevant client references. Information regarding each reference should include the organization's name, the relevant contact person's name, city/state, phone number, and email address.



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7. Work Sample

Please provide one or more products from one previously completed organizational structure assessment. Information may be redacted to protect privacy as needed.

8. Scoring (up to 100 points possible)

Proposals will be reviewed and evaluated on the following criteria:

Scope and completeness of narrative (up to 25 points)

Qualifications of the individual or team (up to 20 points)

Budget (up to 20 points)

Timeline (up to 20 points)

Relevancy of references (up to 15 points)

9. Process for Submission and Evaluation

Submissions shall be submitted in the format of either a PDF or a Microsoft Word document.

The proposal narrative should not exceed 8 pages. Resumes and work samples do not count towards the page count but should be reasonable in length.

10. Right to Reject

PWSSC reserves the right to reject, without prejudice, any and all proposals received in response to this RFP. A contract for the accepted proposals will be based upon the factors described in this RFP.

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Katrina Hoffman

Title: President & CEO

Entity: Prince William Sound Science and Technology Institute, DBA Prince William Sound Science Center (PWSSC)

Address: PO Box 705, Cordova, AK 99574

Phone: (904) 424-5800

Email: [khoffman\[at\]pwssc.org](mailto:khoffman@pwssc.org)

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