

REQUEST FOR PROPOSALS
ServeOhio/Ohio Commission on Service and Volunteerism
Outreach & Stakeholder Communication
Submission Deadline: 10/26/26 @5PM

OVERVIEW

ServeOhio, the Ohio Commission on Service and Volunteerism, administers the national service program, AmeriCorps, and select volunteer engagement initiatives within Ohio. We are seeking an individual consultant and/or organization to assist in the development of communication materials and strategies related to elected officials and other stakeholders. All materials developed shall be the exclusive property of ServeOhio and may not be used by or disseminated to others without the expressed consent of ServeOhio.

Implementation dates: December 1, 2026 – May 31, 2027

SCOPE OF SERVICES

Services within the contract may include, but are not limited to, the following:

- Consult with key members of ServeOhio staff to understand current commission communication and outreach efforts, formulate plan and determine end products;
- Gain knowledge about ServeOhio, Ohio AmeriCorps and our primary constituencies;
- Development of functional communication products and strategies that align with agency objectives;
- Provide strategies and guidance for the effective development and utilization of specialized communication to educate elected officials and other stakeholders on the impact of agency work;
- Provide ongoing support in the implementation of communication and outreach strategies; including, but not limited to, content development; graphic design; print and web-based content support; and elected official communication.
- Communicate regularly with designated ServeOhio staff and provide reports of progress on agreed-upon objectives.

BACKGROUND

[AmeriCorps](http://www.americorps.gov) is a national service program federally funded by the Corporation for National and Community Service (CNCS) under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.). CNCS is a federal agency established in 1993 to engage Americans of all ages and backgrounds in intensive community-based service. The grant provides funding to help organizations manage an AmeriCorps program, which involves recruiting, training, and supporting AmeriCorps members who serve on a full-time or part-time basis to help the organization address a community need. Grants are awarded on a competitive basis to projects that support organizational capacity-building, education, healthy futures, environmental stewardship, veterans and military families, economic opportunities, public safety, disaster preparedness/response, and other identified community issues in Ohio.

ServeOhio/Ohio Commission on Service and Volunteerism

ServeOhio was established by Ohio statute in 1994, specifically to administer grants in Ohio under the federal National & Community Service Trust Act of 1993. For over twenty years, ServeOhio has worked with local communities across the state to build a strong infrastructure of AmeriCorps programming and volunteer engagement. ServeOhio acts as a program leader, convener and champion. As a program leader, ServeOhio develops AmeriCorps programs and National Days of Service Projects in partnership with community-level organizations – ensuring that valuable resources are expended on locally-identified, critical needs. In our role as a convener, ServeOhio brings together local and statewide leadership to construct effective strategies for national service expansion and volunteer mobilization. As a champion, ServeOhio celebrates service and volunteerism by recognizing outstanding volunteer achievement; educating elected officials and local leaders on the impact of service; and increasing professional development opportunities for those in the field to elevate the efficacy of local service and volunteer initiatives.

PROPOSAL SPECIFICATIONS

Your proposal should include:

1. A summary of your experience and capabilities related to the outlined Scope of Services;
2. Three references and a list of previous clients;
3. A statement of work for conducting the activities outlined in this Request for Proposals; and
4. A proposed budget (not to exceed \$49,500) inclusive of all expenses; timeline for planning and conducting the work specified in this proposal.

Proposals will be reviewed by ServeOhio staff. ServeOhio will consider all information provided in the proposal and may consider relevant information from other sources. The proposals will be evaluated using the following criteria (not in order of priority): cost effectiveness; completeness of proposal submission and details of work plan; past performance of work that is identical or similar to the scope of services identified; experience that demonstrates, to the expertise and ability to provide the specified deliverables; and the capacity of the consultant to complete the responsibilities described within the required timeframe. ServeOhio reserves the right to conduct interviews of potential consultants.

All submissions must be received no later than 10/26/26 @ 5PM EST.