

SMALL PURCHASE RFQ TEMPLATE	
Project Title	Call for Proposals: Consulting Support for the Thome Aging Well Innovation Grant Program
Enterprise Unit	Thome Aging Well / Impact & Evaluation
Project Manager	Stephany De Scisciolo
Expected Start Date	April 16, 2025
Expected End Date	August 1, 2025

Introduction

Enterprise Community Partners seeks proposals from qualified individuals or organizations to support the Thome Aging Well Innovation Grant Program as it transitions 17 grantees from the planning phase into the implementation phase of their proposed projects.

Background

The goal of the [innovation grants](#) is to support organizations that will transform existing systems of care for older adults aging in community. In November 2023, Enterprise awarded 6-month planning grants to 17 grantees to build out innovation, establish partnerships, and align their innovation further with the goals of the grant program.

The Thome innovation grantees have participated in a series of Enterprise-sponsored workshops over the course of their planning phase. They have several deliverables that support their transition from planning to implementation due at the end of April.

Objectives

Objective: Support Enterprise Community Partners in evaluating the readiness of the 17 Thome Aging Well Innovation grantees to transition from the planning phase of their innovation to the implementation phase.

Key Deliverables:

- A one-day facilitated meeting with the Thome Aging Well program team to review grantee deliverables, assessments, and recommendations.
- A written detailed assessment of each grantee's readiness to move into implementation based on an Enterprise provided scoring rubric. This final written deliverable should include key takeaways, recommendations, and guidance discussed in the facilitated meeting.

Milestones:

- End of April 2025: Consultant onboarded and familiar with program materials and grantees.
- May 2025: All planning-phase deliverables reviewed and scored and assessments consolidated.
- Early June: Host full-day discussion with Thome Aging Well program team.

- Late June: All written deliverables completed.

Scope of Work

The selected consultant will support Enterprise in the following tasks:

- Background and Planning (April 2025)
 - Familiarize yourself with the Thome Aging Well Program and the innovation grant cycle's goals, expectations, and program materials.
 - Review the applications of 17 grantee projects to understand the projects being funded through the program.
 - Review the evaluation rubric designed by Enterprise and offer suggestions for refinement, if appropriate.
- Planning Phase Deliverable Review (May 2025)
 - Review the planning-phase deliverables of the 17 grantees.
 - Using the evaluation rubric provided by Enterprise, score all deliverables and assess the grantees' implementation plans.
 - Document and consolidate your assessments to share scores, strengths, concerns, and recommendations with the Enterprise program team. The recommendations will include guidance on any necessary adjustments in deliverables, project focus, partnerships, budget or timeline.
- Sharing Strategic Recommendations (June 2025)
 - Facilitate a full day discussion with the program team to share your assessment of deliverables and recommendations.
 - Document notes from the discussion and compile final recommendations.
 - Share recommendations of additional educational or technical assistance needs that would support grantee program implementation based on the review of final deliverables.

Throughout, Enterprise expects the selected consultant to maintain close communication with Enterprise's program team and ensure coordination and timely completion of the scope of work.

1. Budget

Please submit an anticipated budget for this scope of work, including hourly rates for the team members who will be supporting the work.

2. Reporting and Communications

Selected consultant will be expected to meet with the Aging Well Team weekly throughout the process to discuss any questions that have come up during the review and scoring process and ensure the scope of work is moving forward accordingly.

3. Submission Instructions

Interested applicants should submit a written proposal (maximum 3 pages) that includes:

1. Organizational and project team background – this should include a description of expertise and relevant experience.
2. Approach and methodology – outline how the tasks shared in this call for proposals will be completed in the timeframe provided.
3. Budget Proposal – Detail a breakdown of all costs associated with the proposed scope of work. This should include per hour rates for the team member supporting the work.
4. Timeline – Confirmation of your ability to meet the aggressive timeline set forth in this call for proposals.

Please submit your written proposals via e-mail to Claire Louis, Director, Thome Aging Well (clouis@enterprisecommunity.org).