

## Request for Proposals

Oct. 11, 2021

The National Freedom of Information Coalition invites applications from member coalitions to enter into a three-year, renewable contract for administrative support services.

NFOIC will provide \$10,000 to the organization annually for the contracted services, starting July 1, 2022. Additional funds raised through summit sponsorships may be retained by the contracted organization after costs for the summit are subtracted. The NFOIC board will remain responsible for NFOIC and directions of its staff.

Administrative duties, expected at about 10 hours per week, averaged annually, would include, but are not limited to:

- Hosting a physical mailing address to monitor mail
- Paying occasional bills, filling out the 990 form annually
- Collecting annual member dues and donations
- Maintaining the FOI-Listserv
- Administering the \$500,000 Knight litigation fund (a board committee handles review of applications and makes decisions on awards)
- Monitoring press/citizen inquiries and making referrals to coalitions
- Maintaining the NFOIC website at a basic level and providing basic tech support for NFOIC
- Manage social media accounts at a minimal level
- Hosting the monthly member coalition Zoom meetings
- Organizing an annual summit, and seeking sponsors for summit

Duties could be adjusted, depending on the needs of NFOIC and its own staffing. Currently, the organization is led by a full-time executive director and part-time external partners coordinator, grant-funded through June 30, 2022, and potentially beyond if further funding can be secured.

Applications should address the following:

1. Overview of the organization, its history, mission, and accomplishments.
2. Demonstration of resource capacity to carry out the contracted administrative duties, as listed above, of at least 10 hours per week averaged annually. Include annual budget and specific current staffing resources.
3. Explanation of how the partnership would help both organizations – potential synergies in fundraising or other areas. Long-term aspirations and ideas for how the relationship could enhance coalitions throughout the nation.

The deadline for applications is Nov. 15, 2021, emailed as a PDF to NFOIC Board President David Cuillier at [cuillier@arizona.edu](mailto:cuillier@arizona.edu). Applications, which will be kept confidential to the NFOIC board and staff, will be reviewed by the board in November. The board reserves the right to extend the call for proposals and open it to other organizations outside the NFOIC

membership. Questions about the request for proposals or NFOIC, including its current budget, revenue sources, and staffing, may be directed to Cuillier directly via email.

NFOIC is a 501c3 nonprofit organization founded in 1989 and dedicated to fostering freedom of information at the state level, and assisting state coalitions for open government. More information is provided at its website at [www.nfoic.org](http://www.nfoic.org).