



CAL RHP PROCESS

This document describes the details of the process for making submissions and selection of a Hosting Partner for the Coalition to Advance Learning (CAL) in Archives, Libraries and Museums. This document closely references the CAL Request for a Hosting Partner (RHP) issued in January 2017.

Background: Beginning in March 2014, the Coalition to Advance Learning in Archives, Libraries and Museums has brought together twenty-two representatives from U.S.-based public, private or nonprofit organizations that are investing in, leading, or delivering learning for our collective profession's workforce. Coalition participants have worked together virtually and in person to build stronger relationships and deepen understanding across the LAM sectors, and to conduct research and pilot initiatives to advance their joint strategy. As the Coalition seeks to transition into an ongoing program, a partner organization is being sought to help incubate this evolution, as documented in the January 2017 RHP. This partner organization will host and support a variety of near-term priorities of the Coalition, as described in the RHP, which articulates the needs of the Coalition and desired characteristics of the Host Partner.

RHP Process Overview: Proposals are now being solicited in response to the RHP. These proposals should be structured according to the format described elsewhere in this document, and should be sent as an email attachment to the email address cal-rhp@googlegroups.com by COB on Thursday, 6/1/17.

Format for RHP Proposals: Proposals should use the following formatting and headings. Proposals should be a PDF, generated with 1" uniform margins, in a 12 pt font, single spaced, and total no more than 10 pages in length. Proposals should include all of the headings listed below to demarcate the required sections of the proposal. Proposals may not include appendices, but may reference external materials through URLs.

Proposal Sections: All proposals should include the following sections with headings as indicated in bold below:

1. **Hosting Partner Services:** Describe how your partner organization would accomplish the following tasks to host and support the following near-term priorities of the Coalition:
 - Nurture communication and convenings among Coalition participants;
 - Provide marketing communication channels to increase awareness of Coalition activities and outputs;
 - Foster engagement and dialogue among existing communities of practice with Coalition activities and outputs;
 - Formulate a business plan for long-term sustainability of the Coalition collective;
 - Seek new partnerships and opportunities for grant-funded projects in alignment with National Agenda goals and strategies.

2. **Hosting Partner Contributions:** Potential hosting partners will have an expressed commitment to collaborative learning and leadership across the nonprofit educational and cultural sectors. Describe contributions that your hosting partner organization will offer, which may include any of the following:
 - Program administration/management and marketing;
 - Technical support in the form of website, online community of practice and communication channels;
 - Planning and coordination for an in-person convening of Coalition participants;
 - Participation in Coalition working groups and related activities;
 - Business planning leadership for sustainability of the Coalition.
3. **Partnership Success Factors:** To ensure the identification of a constructive match, the Coalition has articulated some key criteria for evaluating the likely success of prospective hosting partnerships. These are not requirements to be met in full. In fact, significant strength in one area may be sufficient to foster a healthy partnership.
 - Intersection of the partner's organizational mission with Coalition mission and goals;
 - Demonstrated interest in cross-pollination and effectiveness in collaboration, especially across LAM sectors;
 - Interest in incubation of promising projects; ability to nurture transition from emergent to ongoing status;
 - Demonstrated interest in and evidence of successful pursuit of funding opportunities, such as grants or sponsorships;
 - Capacity to devote resources or staff time to support program development, marketing, and evaluation;
 - Expertise to share in alignment with Coalition strategies and pursuit of opportunities for collaborative cross-sector action.
4. **Other Notes:** Describe any other notes, factors, comments, or information that you would like to include. These may include any work your organization has done in preparation for this proposal, thoughts on proposed governance structures for the partnership, whether you envision this partnership as a permanent commitment or one that is periodically renewed, or any other relevant thoughts that you have about this partnership.

Process for Hosting Partner Selection: The CAL RHP Steering Committee (SC) will contact all proposers with a follow-up interview regarding their proposal. The SC will prepare an overview document with abstracts describing the differentiating features of all proposals for the community. This overview document will be provided together with all proposals for public community review. The Hosting Partner will be selected through a community vote of CAL community members. Our goal will be to conduct this survey by Friday, 6/30/17. Members of the Coalition community who are affiliated with proposers will be recused from voting. We will publicly announce the hosting partner selected through this process by Tuesday, 7/14/17.