



Request for Proposal:
Development of a Policy and Advocacy Agenda

Date: 4/29/2026

Contact: Jason C. Smith, Executive Director
Ohio Association of Community Action Agencies
jason@oacaa.org

Respond By: 6/5/2026 at 5:00 PM ET

Re: Development of a Policy and Advocacy Agenda

Overview

The Ohio Association of Community Action Agencies (OACAA) is the statewide membership organization representing Ohio's 48 Community Action Agencies, which collectively serve all 88 counties. Community Action Agencies deliver critical services that address the causes and conditions of poverty, including energy assistance, housing, early childhood education, workforce development, and other human services. OACAA serves as a convener, advocate, and capacity-building organization for this network, working closely with state and federal partners to align policy, funding, and program implementation. Through this role, OACAA represents the collective interests of its members and advances strategies to strengthen the impact of Community Action across Ohio.

OACAA is seeking proposals from qualified consultants to support the development of a multi-year policy and advocacy agenda. This agenda will guide OACAA's state and federal advocacy efforts, align leadership and board priorities, and articulate policy positions to member agencies, funders, partners, policymakers, and elected officials.

1. Project Purpose

The selected consultant will support OACAA in developing a policy and advocacy agenda that:

- Establishes clear state-level advocacy priorities and alignment with key federal policy issues impacting Community Action
- Provides a framework for evaluating and taking policy positions
- Aligns OACAA leadership and Board of Directors
- Serves as a resource for member agencies
- Supports engagement with funders, partners, and policymakers
- Reflects the full Community Action ecosystem

The agenda is intended to establish guiding principles and priorities and is not intended to function as a legislative tracking or lobbying document tied to specific bills or legislative activity. The final product must be designed for Board adoption and allow for future updates.

2. Scope of Work

The consultant will provide research, facilitation, and writing services. Facilitation and stakeholder alignment are central to this project.

Environmental Scan and Research:

- Review Community Action programs, funding streams, and policy landscape
- Identify key policy issues
- Benchmark peer organizations

Stakeholder Engagement and Facilitation:

- Design and lead structured engagement process
- Facilitate discussions with staff, board, member agencies, and partners
- Use facilitation techniques to build consensus
- Outline number and format of engagement activities

Agenda Development:

- Identify and prioritize policy areas
- Develop guiding principles
- Draft clear and prioritized advocacy positions

Drafting and Refinement:

- Iterative drafting with OACAA leadership
- Incorporate stakeholder feedback
- Prepare materials for Board adoption

3. Deliverables

The final agenda should be written in clear, accessible language.

- Comprehensive Policy and Advocacy Agenda (2–3 year framework)
- Executive summary
- Prioritized advocacy positions
- Framework for updates
- Facilitation of at least one Board session
- Presentation to support Board adoption

4. Timeline

Project duration is approximately six months.

- Start: Summer 2026



- Draft: Fall 2026
- Final adoption: End of 2026 or early 2027

5. Budget

The total budget is expected to be under \$25,000. Include a clear cost structure.

6. Desired Qualifications

Community Action experience preferred but not required.

- Policy and advocacy strategy experience
- Facilitation and stakeholder engagement
- Nonprofit or public sector experience
- Policy agenda or strategic framework development

7. Proposal Requirements

Proposals should include:

- Consultant or organizational overview
- Relevant experience, including examples of similar work
- Proposed approach and methodology, including:
 - Approach to research and environmental scanning
 - Approach to stakeholder engagement and facilitation
 - Approach to prioritization and development of recommendations
- Project timeline with key milestones and deliverables
- Cost proposal
- At least two references

8. Submission Information

Deadline: Friday, June 5 at 5:00 PM

Submit to: Jason Smith, Executive Director, OACAA – jason@oaca.org

9. Additional Information

- OACAA may reject proposals
- Request additional information
- Modify scope during negotiations