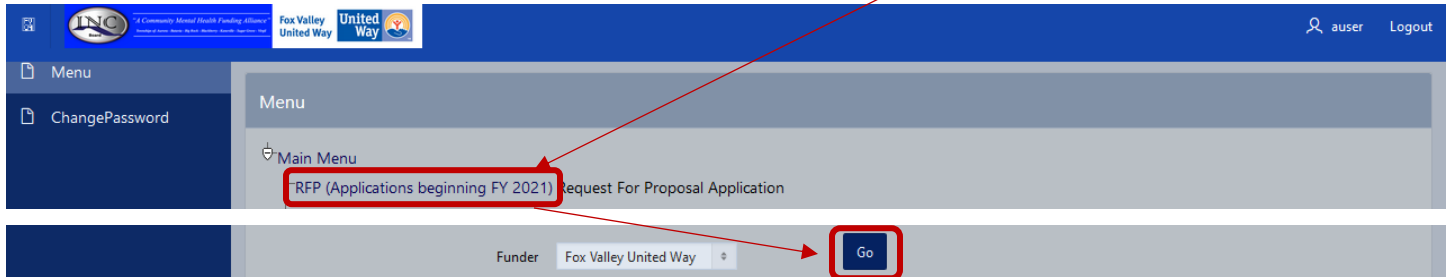


Fox Valley United Way  
Request for Proposal: **Agency System Training**  
**February 10, 2020**

• **Access:**

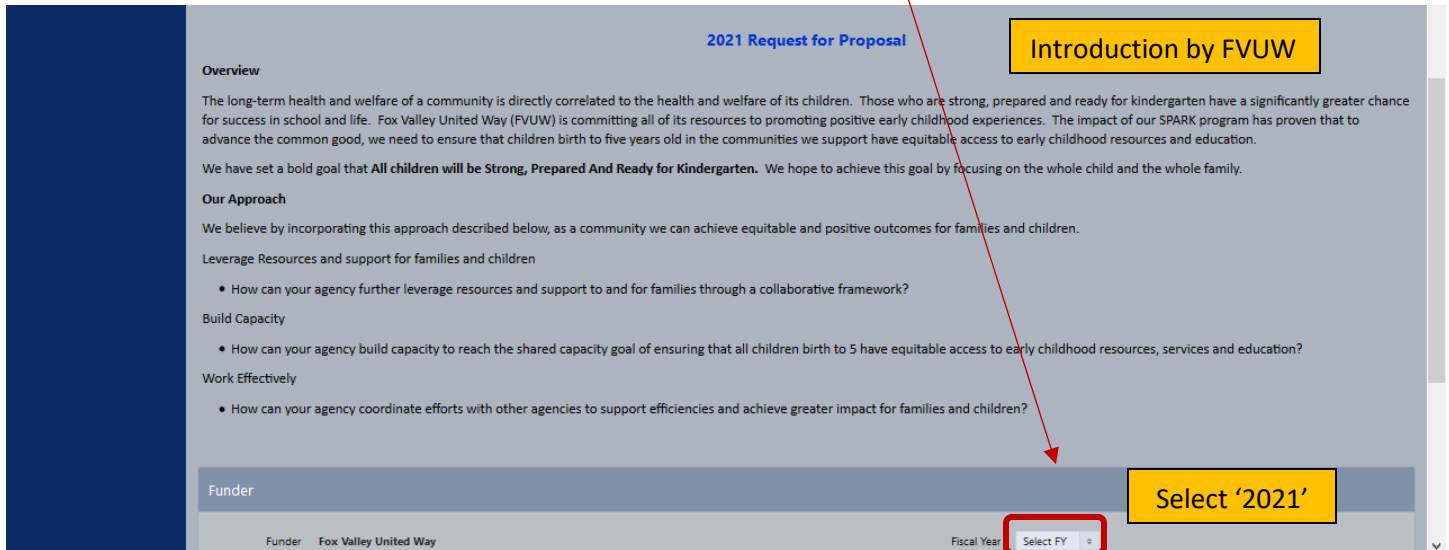
- **url:** <https://consortiumsystem.org>
- **login: username/password:** Current grantees – same login, New grantees request login

• **Navigation:** Main Menu/RFP (Applications Beginning FY 2021) – Click here

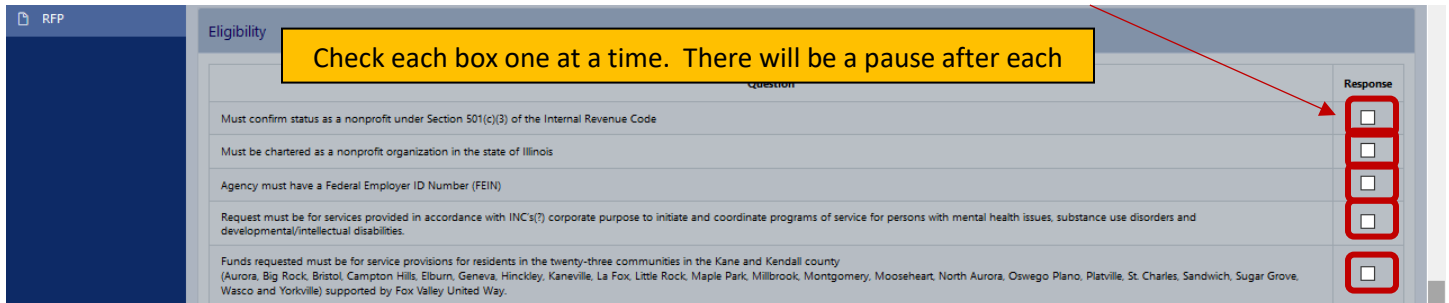


• **Initial Steps:**

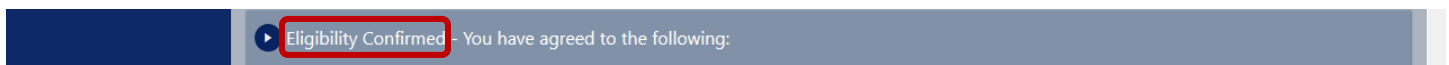
- Read FVUW’s ‘2021 Request for Proposal’ Overview and Approach.



• Confirm your agency meets each of the 5 stated “Eligibility” requirements:

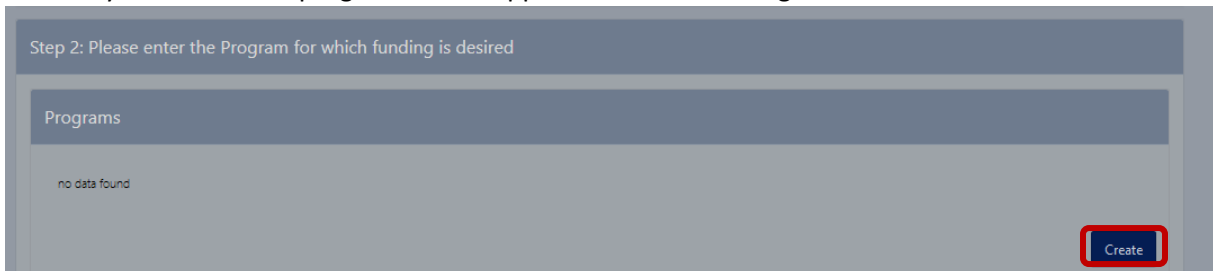


Confirmation of completing the above section successfully will be reflected below:

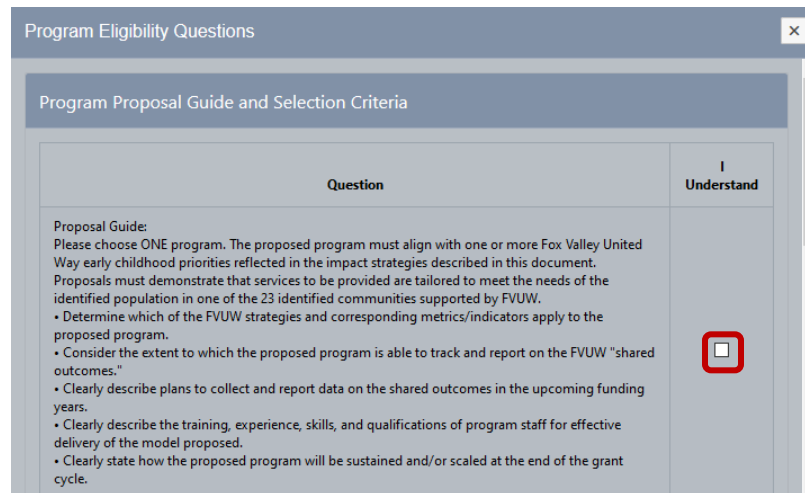


- **Completing RFP content:** In summary, the balance of the RFP form is made up of 3 steps as was the case with last year’s application form but with a slightly different sequence:
  - **Step 1: Agency Forms**
    - **Agency – General Information:** Note – this is the exact form from last year and will contain last year’s response which can be edited by clicking on the edit button at the far left. Even if no changes are made, you will still need to “Submit” this section.
    - **Board Member List:** This section, if you completed the form last year (versus uploading the list in a document), will also be populated with last year’s responses. Also, will need to update, if necessary, and “Submit”.
    - **Key Documents Upload:** All current documents of the types required must be uploaded.
  - **Step 2: Program (Definition)**

Only funds for ONE program can be applied for. After clicking on “Create”



there will be two boxes (only one is shown below) to check to confirm understanding of the rules addressing the program type that can be applied for and the Program record will then appear to identify the Program being applied for the amount requested.



- **Step 3: Program Forms – All need top be completed from scratch.**
  - **General:** New to this section is replacing much of last years “Outcomes Measurement” section with a series of Strategies and associated Metrics.
  - **Program Demographics**
  - **Revenue Form**
  - **Expense Form**
  - **Downloadable Files:** The RFP Description as well as the Program Plan Model can be found here.
  - **Misc Documents:** This option for additional documentation that you may want to add to your RFP.
  - **Authorization & Cover Form:** This form can be submitted ONLY after all sections in Steps 1 & 3 have been “Submitted”. **NOTE:** Each of the above section will have in its header reference to any fields not completed as evidenced in the example on the next page:

[Return to Reports / RFP Home](#)

Fox Valley United Way  
RFP Authorization and  
Cover Form

Agency Fi

Fiscal Year 2021

Status Pending

Did not select "I Agree".  
Missing required response for 2 questions. (See yellow highlights)

Date Submitted

Submitted By

[Print PDF](#)

[Delete All Responses \(start over\)](#)

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For **general questions** contact:

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