



Request for Proposals: Project Management Support for Engaging Networks Implementation

ORGANIZATIONAL INFORMATION:

Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Avenue
Annapolis, MD 21403
Contact: Rosie McNeely rmcneely@cbf.org

ISSUE DATE: 10/8/2026

CLOSE DATE: 5:00 PM EST on 10/22/2026

SUMMARY OF NEED:

The Chesapeake Bay Foundation seeks proposals from qualified project management consultants or firms to oversee and coordinate CBF's implementation of new digital software, Engaging Networks across Advocacy, Peer-to-Peer, Fundraising, and Marketing. The selected project manager will help keep the implementation organized, on schedule, and coordinated across CBF staff and implementation vendors over an estimated 12- to 14-month period.

THE PROJECT:

CBF is implementing Engaging Networks as an online engagement platform to support advocacy, peer-to-peer fundraising, online fundraising, and marketing functions. Engaging Networks includes tools for nonprofit fundraising, advocacy, email and marketing automation, peer-to-peer fundraising, events, reporting, and integrations. The implementation will require close coordination among CBF staff, Engaging Networks-related vendors, and internal stakeholders to manage decisions, timelines, dependencies, issues, and communications.

SCOPE OF WORK:

- Serve as the primary project manager for the Engaging Networks implementation, coordinating work across CBF staff and external vendors.
- Develop and maintain an implementation project plan, including timeline, milestones, dependencies, risks, and decision points.
- Lead or support regular project check-ins, prepare agendas, document decisions, track action items, and follow up with responsible parties.
- Coordinate across multiple workstreams to identify conflicts, sequencing needs, and shared decisions.
- Help CBF staff prepare for vendor meetings, internal decisions, testing, training,

and go-live activities.

- Escalate project risks, delays, unresolved decisions, and resource constraints to CBF leadership in a timely and practical manner.
- Provide concise status updates that clearly identify progress, upcoming work, major risks, and needed decisions.
- Support transition planning as the implementation moves from project work into ongoing operations.

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF staff member Rosie Mcneely no later than 5:00 p.m. ET on October 22, 2026.

It is the intent of CBF to make a selection no later than October 30, 2026. We will notify respondents once a decision for award of bid is made.

CBF expects the project management engagement to begin in November 2026 and continue through August or September 2027. The anticipated level of effort is approximately 3 to 5 hours per week, with the potential for modest variation depending on project phase, meeting cadence, and implementation needs.

MINIMUM REQUIREMENTS:

At a minimum, respondents must demonstrate the following qualifications:

- Prior experience working with Chesapeake Bay Foundation on online platform software projects. This is a required qualification.
- Demonstrated experience managing nonprofit technology implementation projects involving multiple vendors, internal stakeholders, and cross-functional workstreams.
- Ability to provide clear project plans, meeting agendas, action-item tracking, risk management, and concise status reporting.
- Knowledge of and familiarity with digital engagement, fundraising, advocacy, marketing, CRM, or related online platform implementations, specifically Engaging Networks.
- Ability to work effectively with both technical and non-technical staff.
- Availability to begin work in November 2026 and support the project through August or September 2027.

INTERVIEWS:

CBF may invite one or more respondents to participate in a brief interview or discussion before making a final selection. Interviews, if needed, will focus on relevant CBF experience, approach to coordinating multiple vendors, availability, communication style, and proposed project management process.

FOR FURTHER INFORMATION OR QUESTIONS:

Questions regarding this RFP should be directed to Rosie McNeely, rmcneely@cbf.org

BID RESPONSE FORM:

Please complete the following information for your response:

1. The name and full contact information of your company or consulting practice and, if applicable, any other entity comprising your team. Please identify the individual who would serve as the project manager and attach a resume or brief biography.
2. Describe your prior work with Chesapeake Bay Foundation on online platform software projects, including the project name, your role, approximate dates, CBF stakeholders involved, and the type of platform or implementation supported.
3. Provide your proposed approach to project management for this implementation, including meeting cadence, project planning tools or templates, status reporting, issue escalation, decision tracking, and coordination across vendors and CBF staff.
4. Provide a fee proposal based on an estimated 3 to 5 hours per week from November 2026 through August or September 2027. Include hourly rates, any minimum billing requirements, anticipated direct costs, and any assumptions that affect pricing.

A successful applicant may need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate. The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)