



Abortion Care Network
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Request for Proposals

Contingency Planning Consultant

RFP posted: March 3rd, 2025

RFP deadline: April 4th, 2025

Introduction:

As part of our ongoing commitment to organization sustainability and preparedness, Abortion Care Network (ACN) seeks to engage a dynamic and experienced consultant to help our Board of Directors develop a contingency plan for organizational resilience and adaptability.

The selected consultant will provide expertise, guidance, and hands-on support to ACN's Board of Directors and staff to create a contingency plan that aligns with our [mission, vision, and values](#) and assesses the four most significant risks to ACN's sustainability. We anticipate the plan being actively used for a minimum of three years.

Key Dates:

- **RFP posted:** March 3rd, 2025
- **Intent to apply form due:** March 31st, 2025
- **Submission Deadline:** April 4th, 2025
- **Application Review and Interviews:** April and May
- **Candidate Selection:** May
- **Availability for Travel and In-person Meetings:** Oct 17-19th, 2025
- **Start & End Dates:** The proposal start date is flexible as long as the ACN Board of Directors approves the plan by December 2026.

Organization overview:

Founded in 2008, Abortion Care Network (ACN) is the national association for independent community-based, abortion care providers and their allies. ACN's mission is to build a sustainable future for abortion access by resourcing, connecting, and celebrating independent abortion clinics and their allies. Together, our network works to ensure the rights of all people to experience respectful, dignified abortion care.

Abortion Care Network is a national organization. The ACN Board of Directors comprises our members – abortion care providers, their allies, and ACN Co-Executive Directors.

Scope of work:

The scope of the consultant's work will include, but is not limited to, the following:

- **Risk Assessment:** Assess potential risks, both internal and external, that could impact the organization's ability to carry out its mission and operations. These risks include but are not limited to financial, operational, legal, and environmental risks.
- **Contingency Plan Development:** Develop a detailed contingency plan that outlines clear procedures, roles, and responsibilities in the event of various disruptions, including shifts in ACN's membership, ensuring organization continuity. The plan should also address communication strategies and resource allocation.
- **Awareness:** Review the plan with the Board of Directors, key staff, and stakeholders, ensuring they understand it and their roles during a disruption.
- **Plan Testing and Evaluation:** Test the contingency plan through scenarios, identify gaps, and make recommendations for improvement. Evaluate the plan's effectiveness and provide adjustments as needed.
- **Documentation and Reporting:** Prepare comprehensive documentation that outlines the contingency plan, risk assessments, and any recommendations for long-term risk management and resilience strategies.

Proposal Requirements:

To be considered, proposals must include the following:

- **Executive Summary:** A brief overview of the consultant's approach to providing contingency planning services to Abortion Care Network, including their experience in this area and understanding of the organization's needs.
- **Qualifications and Experience:** A description of the consultant's qualifications, relevant experience, and examples of similar contingency planning projects completed for non-profit organizations or similar entities.
- **Approach and Methodology:** A description of the proposed approach, including how the consultant plans to assess risks, develop the plan, conduct training and testing, and successfully work with a remote board and staff. Include timelines, milestones, the information you will need from ACN to complete the plan, and any tools or frameworks you will use, as well as how you will use ACN's mission, values, and vision to guide the final decisions and the rationale behind those decisions in communications with stakeholders.
- **Commitment from ACN:** Please indicate the cadence of meetings and the need for any in-person meetings with staff, the board, or a committee that will be required to ensure a successful outcome.

- **Team Members:** An overview of all individuals working with ACN to complete this project, including their qualifications, roles, and responsibilities.
- **References:** At least two references from organizations where the consultant has completed similar work, along with contact information.
- **Cost Proposal:** A detailed breakdown of fees, including hourly rates, estimated hours for each phase of the project, and any additional costs.

Important Organizational Notes:

- **Flexible Start Date:** The start date for this contract is flexible as long as the ACN Board approves the completed plan and all deliverables are provided to the organization no later than December of 2026
- **Board Meeting Cadence:** The ACN board meets remotely every other month, beginning in February and ending in December. For 2025, there is only one in-person meeting planned in October
- **Adhoc Committees:** ACN has a protocol for ad-hoc committees if this work will require the more active and regular participation of a subcommittee of the board and/or staff.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Relevant experience in contingency planning and risk management, particularly for non-profit organizations.
- Experience working with reproductive health, rights, and justice organizations.
- Clarity and feasibility of the proposed approach.
- The alignment of the proposal with ACN's mission, vision and values
- Expertise and qualifications.
- Cost-effectiveness of the proposal.
- Strong references and past clients.

Honorariums:

To acknowledge the time it takes you to apply for this project, we are offering a \$500 honorarium to anyone who:

1. Submit an [intent to apply form](#), and
2. Submit a complete proposal as detailed in this RFP by the deadline.

We have budgeted for 10 honorariums of \$500 each. Honorariums will be provided in order of application form. If the number of submissions for honorariums exceeds our ability to provide them, we will contact you when you fill out the intent to submit the form to share this information.

Submission instructions:

To be considered for the project, please submit a complete proposal on or before April 4th, 2025, to:

Sarah Parr
Executive Assistant
sarah.parr@abortioncarenetwork.org

Proposals must be submitted via email in PDF format.