



## **Request for Proposals**

### **Organizational and Staffing Assessment**

*December 9, 2025*

#### **Organization Information**

The nonprofit Pennsylvania Recreation and Park Society (PRPS) is the principal statewide association providing industry leadership, professional development, advocacy, and resources for those working and volunteering in the parks and recreation field.

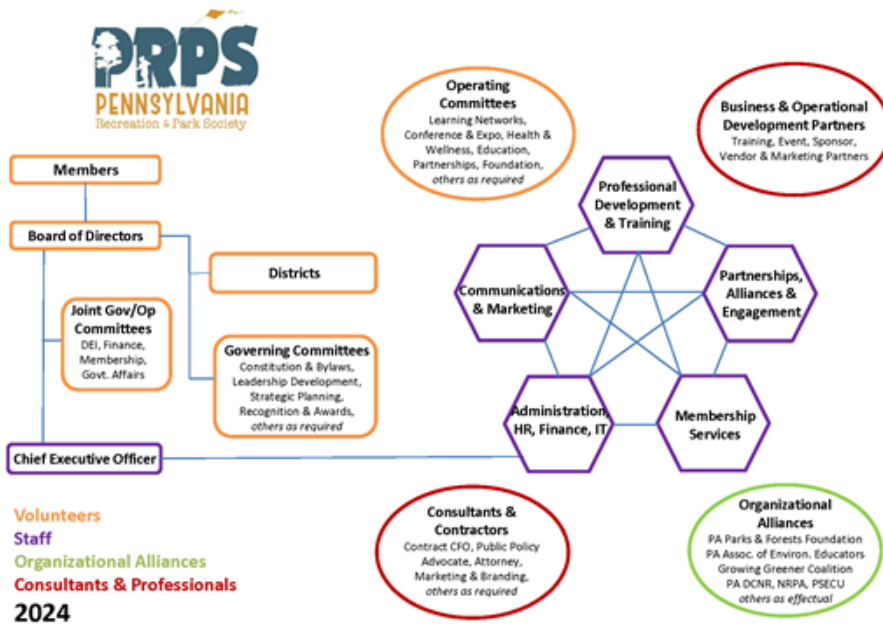
With more than 2000 members, PRPS helps to empower community-based park and recreation providers that offer a wide array of essential services that contribute directly to a community's prosperity, contributing to everything that's important in our modern society.

PRPS recognizes that the industry's "essential services" include those that address health and wellness, environmental sustainability, social equity, economic stimulation, infrastructure and resilience, people development, community livability, and recreation and leisure services.

Professional development and training offered to our members include the Annual Conference & Expo, Leadership Development Academy, Therapeutic Recreation Institute, The Maintenance Institute, and many other topical webinars, workshops, summits, and networking opportunities.

In addition to our work with member professionals, PRPS engages in a number of other statewide ventures and partnerships, including PA Department of Conservation and Natural Resources, The Maintenance Institute, the People, Parks & Community Foundation, and many others. PRPS manages the Recreation and Parks Technical Assistance mini-grant Program (RecTAP), and a statewide branding and marketing campaign for Pennsylvania's 6,500 local parks (GoodforPA.com).

PRPS is a state affiliate of the National Recreation and Park Association, and is in active collaboration with the Academy for Park and Recreation Administration, Pennsylvania Parks & Forests Foundation, National Association of Park Foundations, Growing Greener Coalition, and many other parallel-missioned organizations.



The Society is governed by a member-elected Board consisting of 9 Directors. Planning documents include the 2024-2027 Strategic Plan, Leadership 2025, the State Outdoor Recreation Plan, and an annual Administrative Plan and Budget.

Much more about the Society can be accessed at [prps.org](http://prps.org).

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## Project Overview

Recent shifts in a major revenue-producing partnership, separation of key staff members, and the resultant impacts on PRPS training and services, bring a degree of uncertainty to the continuity of leadership and program capacity.

Revenues from a longstanding partnership fell suddenly and substantially in 2024, and will likely not regain anywhere near its 10-year history.

Nearly simultaneously, the CEO retired in early 2025, and the Director of Advancement resigned to accept a position with another employer. One, possibly two, additional staff members are expected to retire within the next year.

The Board is in the midst of a national search to replace the Executive Director (previously CEO) with hiring and onboarding planned for January 2026.

As a result of these changes, the PRPS Board of Directors is looking to conduct a third-party Staffing & Administrative Assessment to help the new Executive Director determine appropriate staffing levels and position responsibilities, given the expected impacts to the operating budget, program needs, and administrative capacity.

The Organizational Chart listed below depicts the relationships between responsible parties; the administrative staff consists of up to 8 members.

The Assessment should consider and make recommendations on the following objectives:

- **Impact.** How will the anticipated changes affect the Society’s people? profits? places? planning? policies?
- **Imperatives.** What staffing levels are required to maintain and grow mission-driven services, dedicated objectives, and individualized services?
- **Identities:** What kind of people and skillsets do we need to fill the necessary staffing roles?
- **Involvement.** Who are the key people to assist in the implementation of the change and to help others in the transitions?
- **Influence.** How do we gain buy-in from those directly and indirectly involved and affected?
- **Information.** How may we best communicate and manage the transitions and engagement with our members, partners and stakeholders?

The Assessment’s findings and recommendations will be communicated to the Board and Staff in an oral/visual presentation, and in a written Final Report as a pdf document.

## RFP Parameters

### Timeline:

RFP issued	Tuesday, December 9, 2025
Proposer Questions due	Friday, January 23, 2026
RFP submission deadline	Friday, February 27, 2026
Selection Announcement	Wednesday, April 1, 2026

**Minimum criteria:** Prepare a complete and compliant proposal by the submission date.

**Submission:** One pdf file not to exceed 20 pages including cover letter, executive summary, and any addendums and attachments.

**Evaluation Process:** conducted by the PRPS Board of Directors and its Organizational and Staff Assessment subcommittee. The Board may choose to interview one or more Proposers during its deliberations.

## 4. Requested Information

The submitted proposal must include the following components:

- Consultant Firm, Primary Contacts, Website
- Background Information
- Experience & Capabilities
- References
- Proposed approach, assessment methodology, processes, timeline, solutions
- Pricing Proposal

## 5. Terms and Conditions

Upon negotiation, selection and approval, the PRPS Board of Directors will execute a signed agreement with the winning Firm/Consultant.