

Hosanna House of Transition, Inc. Request for Proposal

Summary and Background

In accordance with grant funding awarded to Hosanna House of Transition, Inc. by the **Winston-Salem Women's Fund**, Hosanna House is accepting proposals for a **Contract Fund Developer** to raise funds and develop a funding plan for the **Community Employment Training Lab**. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on criteria listed herein, and select the candidate who best represents the direction of the project.

Hosanna House of Transition, Inc. is a faith based non-profit that has worked with individuals and families from the chronically homeless community for many years. We have provided housing, substance abuse recovery, job skills and employment training and general life skills supportive services.

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST December 10, 2014. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Hosanna House, Inc. and project partners and will include scope, budget, schedule, and other necessary items pertaining to the project.

Project Purpose and Description

The purpose of this project is as follows:

Hosanna House needs to raise immediate start-up funding and in-kind contributions for renovations to the Community Employment Training Lab (CETL) facility, develop a long term funding plans and submit grant proposals for program components of the project. *(See Executive Summary for CETL project details)*

Project Description:

Hosanna House is seeking an experienced, community involved and highly connected individual who is confident, well organized and articulate in networking with potential donors & stakeholders for this project. Candidate should possess strong communication and writing skills. Candidate should have proof of prior fund development experience with hard numbers of amounts raised for organizations and sustainability outcomes. Candidate will be expected to possess a full range of professional services to support the development of a fund plan and strategy and to assist staff in building capacity to implement the plan.

Candidate will be expected to within the first 60 days:

- Devise and implement a plan to market project to churches and individual donors to obtain immediate startup funding.
- Secure portion of startup funding and in-kind donations
- Recruit potential volunteers to assist with project
- Research and develop at least 3 immediate grant opportunities.

Project Scope

The scope of the project after the first 60 days will be determined based on comprehensive funding plan developed by candidate and project timeline.

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm EST December 10, 2014.

Evaluation of proposals will be conducted from December 10, 2014 to December 15, 2014. Candidates will be notified if additional information or discussions are needed prior to final selection. The selection decision for the winning bidder will be made no later than December 16, 2014. Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by December 20, 2014. Notifications to Candidates who were not selected will be completed by December 30, 2014.

Project Timeline

- Project start-up phase must be completed by February 20, 2015.
- Project planning phase must be completed by March 10, 2015.
- Project planning and fund development strategies will determine the timeline/schedule for the remaining phases of the fund development contract.

Budget

All proposals must include proposed costs to complete the tasks described in the project scope and candidates' proposed fund development services. Costs should be stated as monthly recurring costs (MRC) not to exceed \$1000 monthly. Contract holder will submit monthly invoice to be paid by last day of each month.

Candidate Qualifications

Candidates should provide the following items as part of their proposal for consideration:

- Description of years of experience in fund development and marketing
- History of community involvement with underserved populations
- Experience in grant writing and awards granted as result of your proposal
- Examples of 3 projects that you have worked on with verification of successful outcomes
- Testimonials from past clients on experience working with said candidate
- List of all services that candidate can provide for fund development of project

Proposal Evaluation Criteria

Hosanna House will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Candidates will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Candidates will be evaluated on examples of their community involvement pertaining to underserved populations as well as client testimonials and references
- Value and cost: Candidates will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

Each candidate must submit electronic copy of their proposal and resume to the email addresses below by December 10, 2014 at 5pm EST: Sandra Sherrill Sandra_sherrill@yahoo.com and Michele Powell mbpowell59@gmail.com