



Washington State Community Action Partnership
PO Box 7130
Olympia, WA 98507
Clarity, Impact & Performance Project

REQUEST FOR PROPOSAL

I. GENERAL INSTRUCTIONS

The Washington State Community Action Partnership (WSCAP) is soliciting proposals for fundraising services to support the "Futures" project (Futures).

It is the intent of WSCAP to select one contractor to provide all specified services. Questions about WSCAP, Futures, or this Request for Proposal should be in writing on or before November 5, 2017 and directed to:

Merritt Mount, Executive Director
Washington State Community Action Partnership
PO Box 7130
Olympia, WA 98507
mmount@wapartnership.org

II. ORGANIZATIONAL OVERVIEW

Community Action Agencies are dedicated to changing people's lives, embodying the spirit of hope, improving communities and making America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

III. PROJECT OVERVIEW

The mission of the Futures project is "To grow the impact of the Community Action network on individuals and communities by clearly demonstrating value through measurable outcomes, proven programs and validated research, by promoting a common platform for working collaboratively within local communities, and by creating a culture of innovation and accountability."

The goal of Futures is that "Every Community Action Agency in Idaho, Oregon and Washington has the capability and capacity to rigorously measure its impact on individuals and communities and is using that



ability to increase performance and accountability.” This includes clarifying Community Action Agency goals, identifying indicators, and providing necessary support to facilitate collection, reporting, and use of data for Performance Management.

IV. STAKEHOLDERS

The contractor will provide grant writing support directly to the Washington State Community Action Partnership (WSCAP) in its role of fiscal agent for the Project, and the Project Steering Committee. Contractor must also develop and maintain constructive working relationships with Project customers. Project customers include, but are not limited to the 53 Community Action Partnership agencies in Idaho, Oregon and Washington, The Idaho Department of Health and Welfare, The Oregon Department of Housing and Community Services, the Washington State Department of Commerce, and the National Community Action Partnership (NCAP).

V. PROJECT TASKS AND SPECIFICATIONS

The Futures project is looking to hire a firm or individual to obtain financial resources in the form of grants to further the Futures project work. Specifically the selected firm or individual shall support the implementation of a 3-State pilot that includes Washington, Idaho, and Oregon.

Specifically the selected firm or individual will:

- A. TASK ONE—Research grants opportunities with areas of emphasis in:**
 - o Capacity Building
 - o Poverty Reduction, Mitigation, Elimination
 - o Evaluation and Continuous Improvement
 - o Impact Measurement
 - o Equity and Economic Security
 - o Social Determinants of Health
 - o Innovation in Solving Social Problems
 - o Evaluation and Continuous Improvement
- B. TASK TWO—Complete and submit grant applications.**
- C. TASK THREE—Assist with developing and executing general fund raising plan.**



VI. PROJECT DELIVERABLES

Work Product, Expectations and Deliverables:

1. Develop a one year work plan that will include the following deliverables and tasks:
 - o List of public and private foundations that fund grants in the focus areas.
 - o List of potential grants to apply for in the first 12 months.
 - o Complete and submit grant applications from the list.
 - o Assist with developing a more formal fundraising plan.
 - o Assist with executing the fundraising plan.
2. Work with the Futures Steering Committee to establish 12-month goals and benchmarks for the contract.
3. Provide monthly activity report documenting progress.

VI. PROJECT REQUIREMENTS

The Futures Project shall enter into a one-year contract with the selected firm or individual to perform the scope of work described above, with the option of one extension approved by both parties. However, the Futures project is open to discuss and negotiate other compensation arrangements.

Selection Process

Interested firms or individuals should submit proposals to Washington State Community Action Partnership (WSCAP) via mail or email. The Futures Steering Committee shall review the proposals and may choose to discuss your proposal over the phone and/or invite a select number of applicants to make a presentation to the committee.

Timeline

1. Release RFP: November 6, 2017
2. RFP submission deadline: November 27, 2017
3. Review process and presentations by applicants: Nov 27 - Dec 8, 2017
4. Final Selection: December 11, 2017

Submissions

Candidates shall submit information that will assist the Futures Steering Committee with evaluating your ability to provide the services requested and should at least include:

1. Summary of services that will be provided by Company/individual under contract with WA State Community Action Partnership.



2. Company overview and bio of key professional(s) working on scope.
3. List of grants successfully secured in the past 24 months.
4. Two examples of grant applications you submitted that successfully obtained a grant.
5. Summary of fundraising experience and examples of success.
6. Client list and three references.
7. Other items that may assist in evaluation.

Cost and Invoicing requirements.

The contract can be more detailed—however, potential applicants should be aware of basic expectations when they bid.

Please submit responses to:

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