



April 8, 2019

Tempe Community Council (TCC) invites your firm to submit a proposal for a fund development specialist.

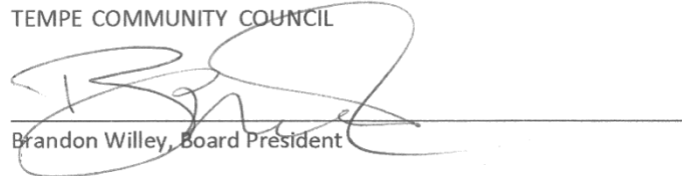
TCC, a 501(c)(3) non-profit, is committed to addressing immediate and long-term human service needs in Tempe. A nonpartisan organization, TCC serves as a means for individuals and organizations to work together to identify and plan for needed human service programs in our community. Our unique model of including residents to make decisions is an example of what makes Tempe a great city. Its mission is to connect those in need with those who care. TCC does this by convening community, conducting research, determining priorities, implementing effective programs and exemplifying prudent stewardship of resources.

We have identified fundraising as one of our priorities as part of our 5-year strategic plan. Our organization seeks a fund development contractor or consultant to assist in accomplishing our fundraising and grant writing efforts to support existing and proposed programming for our two major annual events: Don Carlos Humanitarian Awards and Care Fair Tempe on Tempe Human Services Day. Through the following Request for Proposals (RFP), TCC seeks bidders to provide the services and specifications outlined in the following attachment. Details are outlined regarding selection criteria. Please submit your completed proposal no later than April 19, 2019.

Thank you for your consideration, and we look forward to reviewing your submission.

Sincerely,

TEMPE COMMUNITY COUNCIL



Brandon Willey, Board President

About Tempe Community Council

Founded in 1972, Tempe Community Council (TCC) was formed to give Tempeans a central place to discuss needs for human services and ways the needs could be met. TCC incorporated and received its 501(c)(3) tax exemption in 1976 and became a United Way agency soon thereafter.

TCC is dedicated to working in partnership with the City of Tempe, community organizations and dedicated individuals to serve as planner, researcher, advocate and resource to advance the human services in Tempe for all our residents.

Budget: Hourly – an average of 80 hours per month; Submissions should include a detailed proposed budget

Proposed Scope of Services

- Work closely with volunteer Board members and more specifically the TCC Resource Committee to develop and maintain the structure and follow-up necessary for organizational funding success:
 - Coordinate and develop case(s) of support (case statement), proposals and follow-up either independently or in concert with volunteer committees and staff;
- Create a case for support (Case Statement)
- Create an organizational fund development plan and complete prospect research incorporating individual, foundation, and corporate prospects, with the assistance of the Executive Director and Board of Directors
- Research and compilation of appropriate grants for submission
 - TCC will provide access to a grant research database
 - Maintain and update existing grant data
- Writing and submission of grants
 - Executive Director, Staff, Board and select volunteers are willing to assist with any grant writing tasks that can be delegated
- Cultivate new donor relationships and maintain existing donor relationships in an effort to successfully fund Don Carlos Humanitarian Awards (each fall), Care Fair Tempe on Tempe Human Services Day (each spring) and multiple programs
 - Liaise with prospective, current and past major donors
 - Produce appropriate stewardship materials for selected contributors and delivery as needed;
 - Ensure all sponsor benefits are clearly articulated

Deliverables

All deliverables must be provided to TCC in hard copy and electronic format, suitable for ongoing customization. Deliverables include:

- Completed Case for Support
- Completed written fund development plan with written summary of prospect search results
- Donor Engagement, methods and outcomes
- Drafts and final copies of all submitted grants/proposals
- Data entry into TCC provided donor database
- Attend TCC Board and Resource Committee meetings as appropriate and major annual events
- Monthly detailed activity reports submitted to TCC Executive Director

Selection Criteria

During the review process, we will focus on the following areas, which are considered as pivotal to the success of the project and your company's partnership with Tempe Community Council.

- Understanding of project goals as demonstrated in proposal
- Experience
- Client testimonials/References
- Flexibility
- Proposed Budget

Proposal Requirements

Only complete proposals will be considered. A completed proposal should include the following documentation. cindy_kominska@tempe.go

- Cover letter
- Company overview
- Executive summary
- Detailed proposal including subtotal costs for deliverables and total budget costs
- Cost inventory
- Proposed timeline
- Professional references including mailing address, email address and phone information for each
- Other documentation

Completed proposals should be submitted to octavia_harris@tempe.gov AND mary_mezey@tempe.gov. All attachments must be in .pdf or .doc/docx file format.

Timeline

Send out SOW/Request bids	April 10, 2019	Staff
Proposals Due to TCC office	April 19, 2019 at 6pm	Consulting firms
Review of Proposals, short list identified, references contacted, and interviews scheduled with finalists	April 22 – 23, 2019	Board and Staff
Interviews Conducted	April 24 -26, 2019	Board and Staff
Final Decision and Selection	April 26, 2019	Board and Staff
Estimated Start Date	May 1, 2019	Consultant, Board, Staff

Contact Information

Questions regarding this request for proposal and any information outlined herein should be directed to:

Octavia Harris
Executive Director, Tempe Community Council
octavia_harris@tempe.gov
480.858.2300

Mary Mezey
Interim Associate Director
mary_mezey@tempe.gov
480.858.2300