



**Request for Proposal (RFP)
Grantwriting Services
Responses due January 11, 2019 4:00 pm**

Purpose

The purpose of this RFP is to retain a consultant, firm, or organization to provide Grantwriting, including reporting, services for Bradley Angle from the end of January, 2019 / beginning of February, 2019 through June 30, 2019 (the end of the current fiscal year) with the potential to renew the agreement and continue working during the next fiscal year (July 1, 2019 – June 30, 2020). The selected firm will be expected to possess a full range of professional services, preferably with experience in similar-sized nonprofit organizations that demonstrates success in securing funding in a similar setting.

This document offers background about Bradley Angle, the Scope of Work, and the Submission Requirements as related to this specific RFP response. The response is due by 4:00 pm on January 11, 2019. Incomplete proposals or those received after the deadline will not be considered.

About Bradley Angle

Based in Portland, Oregon, Bradley Angle is a social service nonprofit organization working with survivors of domestic violence and their children. With an annual budget of \$2.5M, we offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ survivors, assistance for survivors living with HIV, Healing Roots (a culturally-specific program for Black and African American survivors), group support, emergency shelter, and youth and family support services.

Bradley Angle services are provided at no cost to survivors of domestic violence and funded through a combination of government contracts and philanthropic support including gifts from individuals, grants from foundations, net proceeds from special events, and other sources.

We welcome and celebrate diversity. We are strongly committed to the promotion of race, gender, ability, and class equity throughout the organization. All inquiries will be handled with confidentiality.

Bradley Angle is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.

Visit <https://bradleyangle.org/> for more information.

Scope of Work

Bradley Angle seeks a contractor (sole proprietor or firms welcome) with a proven track record for identifying, writing, submitting, and securing grants ranging from \$2,500 - \$100,000 (and above) from corporate and foundation funders for nonprofits working in a social service setting and ideally nonprofits working to support survivors of domestic violence. Expertise with government contracts and grants a plus.

Highlights for Deliverables include those listed in the section immediately below. See number 3 under **Submission Requirements** for additional deliverables:

1. Sitting for an initial meeting with Bradley Angle representative(s) to affirm scope, identify priorities, create workplan, and confirm deliverables.
2. Scheduling and conducting a review of relevant organization documents including the fundraising plan, grants matrix, previous select grants, and other organizational documents at the discretion of Bradley Angle.
3. Producing 2 – 6 applications per month as mutually agreed upon including renewing current funding, re-engaging lapsed funders, and adding new funders.
4. Working in tandem with Development Director and other staff to ensure that matrix/calendar of application and reporting deadlines reflects all activity.
5. Providing consulting as requested within timeframe.

This list reflects the importance of these types of grants to the strength and diversity of the revenue needed to support the programs at Bradley Angle.

Submission Requirements

Proposals are due by 4:00 pm on Friday, January 11, 2019 and should be submitted as follows:

A .pdf file of your response and an additional .pdf file writing sample should be sent to brendas@bradleyangle.org and addressed as follows:

Brenda Ray Scott, CFRE
Development Director
Bradley Angle
5432 N. Albina Street
Portland, OR 97217

The .pdf file should include the following components: a response to the following questions (no longer than five single space pages in 12 point font) and an additional .pdf of one relevant writing sample:

1. **Organization Description:** Brief history, summary of your firm and expertise, and your social media handles. Please include what professional and/or funding networks you are able to potentially access on behalf of Bradley Angle.

2. **Demonstrated Expertise:** Speak to your grantwriting expertise including addressing specifically whether or not you have successfully secured funding for domestic violence services and/or culturally specific services. Also, speak to your success rate.
3. **Deliverables:** The deliverables for this engagement include the following items:
 - a. Comprehensive review of current grants (and reports) calendar.
 - b. Successful submission of grants and reports for 2 – 6 funding sources per month.
 - c. Research and recommend at least 6 new funding sources during the engagement.
 - d. Review and revise at least one template used to create grants.
4. **Budget including Proposed Cost:** Provide a project-based cost not to exceed \$2,000 per monthly billing as a retainer along without prior written agreement. Include narrative description of what is included in this cost.

References: Proposals should include at least three references that include:

- a. A successful client / contractor relationship (two or more years in duration) with grantwriting as the core service. Please provide contact information for your contact at the organization.
- b. A recent (within the last 12 months) client / contractor relationship. Please provide contact information for your contact at the organization.

By submitting a response to the published RFP, the firm authorizes Bradley Angle to contact references to evaluate the firm's qualifications for this project.

Evaluation Criteria

All proposals will be evaluated based on the following key criteria:

1. Performance capability—the extent to which the proposal demonstrates the firm's ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project including experience with nonprofits of a similar size.
2. Familiarity with local, regional, and national funders focused on domestic violence, social justice, gender issues, human services, housing, economic empowerment, and related areas.
3. Understanding of and commitment to the Bradley Angle mission and strategic objectives.
4. Completeness and quality of response which includes the thoroughness and concern for quality in your response.
5. Budget including proposed cost.
6. References.
7. Preference will be given to firms certified as Minority and Women Business Enterprise (M/WBE) Service-Disabled Veteran (SDV) and Emerging Small Business (ESB) by the State of Oregon or equivalent.
8. Preference will also be given to firms that are members of the Association of Fundraising Professionals, Grant Professionals Association, or WVDO.

Top-rated firms may be invited to interview with Bradley Angle Development Director and potentially other staff.

The following section describes the process related to the selection of the contractor.

Schedule for Selection Process

January 11, 2019: Applications due

January 15 – 16, 2019: First review

January 22 - 23, 2019: Interviews

January 25, 2019: Finalist announced

January 29 -31, 2019: Follow-up with finalist

February 1, 2019: Work commences (potentially sooner as is feasible)

Bradley Angle plans to select a contractor and award a contract on or before January 25, 2019. The selected contractor and Bradley Angle will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.

Terms and Conditions

The successful contractor may be awarded a professional services contract for a set duration to provide the services identified in this RFP.

The issuance of this RFP does not commit Bradley Angle to award a contract to any of the respondents or to pay any costs incurred in the preparation of proposals responding to the RFP.

For Additional Information

Feel free to contact Development Director Brenda Ray Scott, CFRE at 503-232-1528 x204 or brendas@bradleyangle.org with questions about this RFP or Bradley Angle.