

Request for Proposal (RFP) for Grants and External Fundraising Consultant

Purpose

Leadership Napa Valley (LNV) is requesting proposals from consultants with experience in grant planning, fundraising strategies, fund development and writing. Responses to this Request for Proposals (RFP) will be used to select and negotiate with a consultant to perform assigned tasks on an as needed basis.

This RFP does not commit LNV to enter into a contract, nor does it obligate the LNV to pay for any costs incurred in the preparation and submission of this proposal or negotiations for or in anticipation of any contract. LNV reserves the right to make selections, reject any or all submissions, issue subsequent RFPs, remedy technical errors in the RFP process and/or to enter into a contract with one or more consultants for the provision of any or all services described within this RFP.

Background Information

LNV is a nationally recognized, award-winning program that provides leadership development for community-minded individuals who want to make the Napa Valley a better place to live, work, and do business. Many of our more than 800+ graduates serve in leadership roles in companies, government, commissions, boards, and as elected officials.

Scope of Work

LNV is seeking a consultant with a proven track record for excellence in developing grants, fundraising planning, and building an organization's fundraising capacity.

The consultant's responsibilities will include:

1. A kick-off meeting with the LNV project team to align scope, priorities, workplan and deliverables.
2. Assessing LNV's fundraising capacity, including identifying strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development. Assess fundraising opportunities as well as the organization's structure and readiness that will inform the fundraising plan to ensure its success.
3. Conduct research to identify grant resources for priority projects as needed or requested by LNV. This may include:
 - a. Monitoring the grant funding landscape, particularly for programs targeting identified project needs or opportunities.
 - b. Matching community needs with eligible funding opportunities.
 - c. Providing pertinent funding program information (e.g., due dates, eligibility criteria, funding range, match requirements, etc.)
 - d. Collaborating with LNV Board and Development Committee to develop a funding strategy, long and short terms fundraising goals and recommendations for projects.
4. Attending coordination meetings to provide updates.
5. Identify approach to meeting fundraising goals.

6. Provide general and technical grant proposal writing services associated with the completion of grant applications. This may include:
 - Ensure timely grant subtask completion.
 - Coordinating with LNV to obtain required supporting documents or data.
 - Preparing a grant narrative that addresses all application requirements.
 - Preparing a grant budget and budget narrative.
 - Assembling the full grant application package.
 - Coordinating with LNV Board to execute a full grant application submittal.
7. Creating a prospect list that includes potential donors (private sector, governments, foundations, individuals and others) that work to support LNV's vision. The list will also contain upcoming RFPs and relevant application procedures and deadlines.
8. Developing a strategic multi-year fundraising and implementation plan that includes strategies to increase LNV's fundraising efforts from private sector, governments, foundations, individuals and others that is reflective and in alignment with the organization's mission/vision/values and capacity.

Submission Requirements

1. All Proposals should be submitted electronically in PDF or Word format to: Board President Molly Rattigan at president@leadershipnapavalley.org.
2. Failure to comply with or complete any part of this RFP may result in rejection of the proposal.

All proposals must include:

- A cover letter.
- Experience and qualifications of the consultant and include the resume of the principal resource development professional providing direct service for this project.
- A narrative that addresses how the Scope of Work, as outlined above, will be accomplished, including a timeline with benchmarks and the number of hours required to accomplish the plan.
- A reporting and communication plan.
- Clear outline of responsibilities for both LNV and the selected consultant.
- Project budget and expected payment terms.
- At least two (2) references from clients for whom the consultant has provided similar services.

Evaluation Criteria

All accepted proposals will be reviewed by the Selection Committee and will be evaluated and scored using the following criteria:

1. Overall match between the RFP requirements and proposal: Understanding of scope, objectives and completeness and coherence of response (25 points)
2. Qualifications and previous work of consultant (25 points)
3. Demonstrated ability of consultant to carry out plans of similar character and size (25 points)
4. Cost effectiveness (25 points)

Schedule

The selection of the consultant is expected to proceed as indicated below:

RFP Release	October 2, 2023
Proposals Due	October 23, 2023
Consultant Selected	November 10, 2023
Project Begins	November 13, 2023
Project Completion	June 30, 2024

Selection Process

LNV will use the following process for the final selection of a qualified consultant to perform stated work.

1. All proposal packages submitted will be reviewed by a selection committee. LNV anticipates selecting up to three (3) finalists to interview based on the evaluation of the proposals. Finalists may be asked to submit additional information prior to their interviews.
2. LNV will rank the finalist proposals after all interviews are completed.
3. LNV will select a consultant based on the selection criteria. LNV will award a contract to the selected consultant. If, for any reason, the selected consultant cannot execute or fulfill the contract, LNV may enter into a subsequent agreement with the next highest ranked finalist.

Terms and Conditions

The successful consultant may be awarded a short-term professional services contract for the services identified in this RFP and as outlined in the approved proposal.

Issuance of this RFP does not commit LNV to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. LNV reserves the right to reject any or all submittals, to waive informalities or technicalities, and to negotiate with any responder to this RFP it deems best qualified.

Contact with Questions and to Submit Proposals

Contact: Molly Rattigan, LNV President, President@LeadershipNapaValley.org