

# **REQUEST FOR PROPOSALS (RFP) PROGRAM YEAR 2022-2023**

The City of Albany, Department of Community and Economic Development is requesting proposals for assistance with Capacity Building Workshops for its non-profit organizations. The City of Albany's Technical Assistance Grant (TAG) provides technical assistance to non-profits to assist them with building and expanding organizational and financial capacity in conducting public services for low to moderate income persons within the City.

It is the goal of the City of Albany, Department of Community and Economic Development to provide trainings that are beneficial to non-profit organizations to maximize success of their programs and to increase their financial and staffing capacity.

Proposals are only being accepted for training non-profits for the topics listed below for which facilitators will develop a comprehensive curriculum.

The workshops are to be conducted beginning in February through June, 2023. The workshop should last a minimum of six hours.

**Submit Proposal  
TO:  
Orson Burton, Jr.  
Oburton@albanyga.gov  
City of Albany  
Department of Community and Economic Development  
230 South Jackson Street, Suite 315  
Albany, GA 31701**

## **I. PROPOSED WORKSHOP TOPICS**

## **1. CREATING AND MAINTAINING NON-PROFIT STATUS**

- Vision, Mission and By-Laws
- Process of obtaining and maintaining IRS Non-profit Status
- Tools required for “Building and Maintaining Effective Board Development”
- Board Roles and Responsibilities

## **2. FINANCIAL MANAGEMENT & AUDIT PREPARATION**

- Budgeting
- Program Costs
- Functional Expenses
- Diverse Funding Sources
- Financial Information
- Financial Responsibility

## **3. GRANT WRITING**

- Finding Grants: Strategic Approaches to identifying the right grant for your organizations
- Strategy for Ensuring a Detailed Logical Connection among Inputs, Activities, Outputs, and Intended Outcomes
- SMART Objectives
- How to incorporate high-value data into your need or problem statement

## **4. MARKETING AND OUTREACH**

- Introducing Your Three (3) Minute Elevator Speech
- Pointers On Telling Your Story
- Appealing to Donors Emotions
- How to Use Social Media Platforms
- How to Build a Realistic Social Media Plan

## **5. BRANDING AND POSITIONING**

- Find your purpose
- Identify your core values
- Create a brand identity
- Pinpoint your positioning

## **6. LEADERSHIP DEVELOPMENT**

- Benefits to Leadership Development
- Improving existing leadership through training
- Securing high-quality recruits employees
- The value of trust in the workplace
- How to make organizational decisions
- Organizational Culture Change

## **7. COLLABORATIVE PLANNING**

- What is collaborative planning?
- Benefits from organizational collaboration.
- When and how to collaborate?
- Co-create solutions with stakeholders
- Feasibility Studies

## **8. ORGANIZATIONAL EFFECIENCY (2 DAY TRAINING)**

- How to identify time consuming and unnecessary tasks
- Creating templates for frequently used documents such as invoices and receipts
- Developing a feedback system with your employees to identify what needs improvement
- Assessing whether annual goals and progress match
- Instituting conflict resolution and peer learning
- Effective staff process from hiring and onboarding to development and retention.
- Data Collection and Management
- Technology and Software that increases organizational capacity
- How to create policies and procedures for your non profit

## **II. PROPOSAL FORMAT**

Proposals to be considered for review.

The Cover Page **must** include **Proposer's Name, Address and Telephone Number Federal Tax ID Number, City of Albany Vendor Number and Insurance Information will be required of successful bidders only!**

Proposer must include a detailed description (comprehensive curriculum) of the workshop

Proposer must include a schedule/agenda for the workshop (to include times that certain material will be discussed)

Proposer must show the hours for which the workshop will be taught (the workshop must last a minimum of six (6) hours- normally 9:00a.m. to 4:00p.m. with a one hour lunch)

Proposer must submit separate proposal for each workshop topic  
Proposer must include a resume/biography, credentials and certifications to demonstrate capacity to develop and present the curriculum.

Proposer must provide a cost for the workshop (applicable costs for materials, equipment, supplies and insurance may be included). Note: If available and upon request, proposers may use the City of Albany-DCED laptop and projector.

### **III. CONTRACT TERM AND FUNDING**

Consultant must furnish all materials, equipment and supplies used to provide the services for the workshop(s).

### **IV. QUALIFICATIONS**

Each proposer must

- Possess the capacity to develop and present the curriculum,
- Submit a Resume/Biography, and
- Submit credentials and certifications to demonstrate the capacity.

### **V. EVALUATION CRITERIA**

Each proposer will be scored on a competitive basis relative to the evaluation criteria provided in this proposal.

### **VI. QUESTIONS**

All inquiries regarding the RFP should be directed to Orson Burton, Jr. He can be reached at 229-854-2542 or [oburton@albanyga.gov](mailto:oburton@albanyga.gov)

### **VII. PROPOSALS MUST BE SUBMITTED BY**

ONGOING APPLICATION

Please be advised that your response to the RFP does not guarantee that your organization will be selected in providing capacity building workshops. The City of Albany Department of Community and Economic Development reserves the right to accept or reject any and all proposals in whole or in part, in the manner that best benefits the City of Albany.

## **PROPOSAL CHECKLIST**

The following documents will be required of all proposers selected to facilitate a workshop(s). Please attach at the end of the proposal and indicate in this section by marking an "X" on the line if the document is attached.

- 1. Cover Page
- 2. Federal Tax I. D. Number
- 3. City of Albany Vendor Number (required prior to funds being awarded)
- 4. Insurance Information (required prior to funds being awarded)
- 5. Detailed Description (Curriculum) of Workshop Topic
- 6. Workshop Schedule/Agenda (must be a minimum of 6 hours / normally 9:00 a.m. to 4:00 p.m. with one hour for lunch)
- 7. Resume/Biography
- 8. Credentials/Certifications (must demonstrate capacity)

**THE CITY OF ALBANY-DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT  
COVER PAGE**

Community Development Block Grant (CDBG)

FISCAL YEAR: **2022-2023**

Facilitator/Organization: \_\_\_\_\_

Amount of CDBG Funds Requested: \_\_\_\_\_

Legal Name of Organization: (If Applicable) \_\_\_\_\_

Type of Organization (If applicable): Non-Profit \_\_\_\_\_ Government \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ State Corporation Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CERTIFICATION:**

*"I certify that I have reviewed this proposal and that, to the best of my knowledge and belief, all of the information provided in this proposal is true."*

*I verify that the information I have provided for this Request for Proposal (RFP) is correct and complete. If awarded CDBG Funds for the Workshop Facilitation, I/We will abide by all relevant policies and procedures of the Department of Community and Economic Development and procedures of the CDBG Public Services Grant Program. Any marketing or advertisements of this program will acknowledge funding from "The U.S. Department of Housing and Urban Development and The City of Albany, Department of Community and Economic Development."*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Federal I. D. Number

\_\_\_\_\_  
DUNS Number (If Applicable)

\_\_\_\_\_  
City of Albany Vendor Number

**WORKSHOP TOPICS** – Place an “X” by the workshop that he/she would like to facilitate.

*(Note – Separate proposals must be submitted for each workshop)*

_____	CREATING AND MAINTAINING NON-PROFIT STATUS
_____	FINANCIAL MANAGEMENT & AUDIT PREPARATION
_____	GRANT WRITING
_____	MARKETING AND OUTREACH
_____	BRANDING AND POSITIONING
_____	LEADERSHIP DEVELOPMENT
_____	COLLABORATIVE PLANNING
_____	ORGANIZATIONAL EFFICIENCY (2-DAY TRAINING)
_____	

**FEDERAL Tax I D NUMBER** – Provide the City of Albany with a Federal I.D. Number (required for successful bidders).

**CITY OF ALBANY VENDOR NUMBER** – Provide the City of Albany with a Vendor Number (required for successful bidders). **The steps for securing a vendor number are as follows:**

- **Step 1: Go to the City of Albany and Dougherty County Website ([www.albany.ga.us](http://www.albany.ga.us))**
- **Step 2: Click on City Government**
- **Step 3: Click on City Departments**
- **Step 4: Click on Central Services**
- **Step 5: Click on Vendor Registration and Follow the Instructions**

**CITY OF ALBANY INSURANCE REQUIREMENTS** – The following insurance policies and endorsements.

**Proof of insurance must be submitted to the Procurement Division and approved by Risk Management prior to issuance of any contract and/or performance of any work. The limits listed above may be adjusted depending on the project.**

**Should you have any questions or need further clarification on these requirements, please contact the Central Services Department at (229) 431-3211 or you may contact Risk Management at (229) 878-3184.**

## Insurance Requirements for Informal Procurement

In order to contract with the City of Albany, suppliers/contractors providing professional, technical and/or construction services are required to provide acceptable proof of insurance coverage.

Acceptable proofs of insurance: (i) a Certificate of Insurance with Additional Insured Endorsement (a Certificate of Insurance by itself is not acceptable) or (ii) Declaration Pages of the insurance policies listed below which show the City of Albany as additional insured. The insurance company must be authorized to provide insurance in the State of Georgia.

Required Insurance Policies and Endorsements:

- **Commercial General Liability** of at least **\$1,000,000** for bodily injury and property damage with the City of Albany as additional insured.
- **Automobile/Vehicle Liability** of at least **\$500,000** each occurrence for bodily injury and property damage covering owned, non-owned, leased and hired autos/vehicles with the City of Albany as additional insured.
- Worker's Compensation in the statutory limits of Georgia and Employers' Liability with limits of liability of no less than **\$100,000** of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of Albany.
- All insurance policies must provide that the City of Albany will be notified within 30 days of any changes, restrictions and/or cancellation.
- If applicable, Professional Liability in addition to above requirements, of at least **\$500,000** each claim.

**DETAILED DESCRIPTION OF WORKSHOP/CURRICULUM** – Provide a detailed description of the comprehensive curriculum that will be utilized for the workshop that will enhance the various skill sets needed to develop, manage and grow an organization.

**SCHEDULE/AGENDA** – Include a schedule/agenda outlining the information that will be covered during the workshop to include the times for which certain areas will be discussed.

**EXPERIENCE AND QUALIFICATIONS** – Provide a resume/biography along with any credential/certifications to demonstrate the proposer's capacity for facilitating the same or similar workshops.

**EVALUATION CRITERIA** - The Capacity Building Workshops Proposal will be reviewed and scored on a competitive basis relative to the evaluation criteria below. The maximum possible score is 100 points. Facilitators must receive a minimum average score of 75 points to be considered eligible for funding. A score above the minimum average score does not guarantee funding.

1. Proposal(s) met the objectives of the workshop topic – **25 Points Maximum**
  - a. Clear and detailed description of workshop (up to 15 points)
  - b. Exceeds workshop expectations (up to 10 points)
  - c. Meets workshop expectations (up to 8 points)
  - d. Does not meet expectations (0 points)
2. Workshop Schedule/AGENDA – **25 Points Maximum**



- a. The hours adhere to the six (6) hours minimum requirement (up to 15 points)
  - b. The document specifies a power-point will be utilized (up to 5 points)
  - c. The document specifies a handout of the power-point will be provided at the time of the workshop (up to 5 points)
  - d. The document does not specify the use of a power-point or handouts (0 points)
3. Facilitator Capacity – **25 Points Maximum**
- a. Facilitator has successfully completed one or more similar workshops (up to 15 points)
  - b. Facilitator resume/biography demonstrates capacity (up to 5 points)
  - c. Facilitator credentials/certifications demonstrates capacity (up to 5 points)
  - d. Facilitator has never facilitated any similar workshops (0 points)

**PROPOSAL SUBMISSION** - The City has developed a submission process that is designed to review proposals and forward complete proposals, which are in compliance with applicable requirements specified throughout the Request for Proposal (RFP). Only proposals which meet the above criteria and are recommended by the Review Committee will be awarded.

1. All proposals must be submitted in hard copy, rather than on disk or via email.
2. Complete all the information requested.
3. Only **COMPLETE** proposals received **BY THE DEADLINE** will be awarded and review by the Review Committee.
4. Incomplete proposals **will not** be reviewed.

**SUBMIT PROPOSAL FOR  
ONGOING APPLICATION**

**TO:**

**Orson D. Burton, Jr.**

[Oburton@albanyga.gov](mailto:Oburton@albanyga.gov)

**Public Service Manager**

**City of Albany**

**Department of Community and Economic Development**

**230 South Jackson Street, Suite 315**

**Albany, GA 31701**