



**REQUEST FOR PROPOSALS:
FUNDRAISING SPECIALIST/CONSULTANT**

A. Introduction

Oregon Human Development Corporation (OHDC) is a nonprofit human service organization that has been providing services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. The services include support, referral, advocacy, resources, assistance and education. These programs are funded through a variety of contracts with federal, state, local, and private funding sources.

OHDC's organizational structure consists of a decentralized service delivery system of 11 local service delivery offices throughout the state, and one in Northern Nevada supported by a central administrative office in Portland.

OHDC has recently found it desirable to diversify funding sources and to leverage federal, state, and local contributions with those solicited directly as well as build relationships with other organizations that support our mission.

OHDC has experienced rapid growth, especially during the pandemic, and identified a need to undertake new forms of funding as a way to mitigate risk and allow for capacity building, as well as allow supporters to directly contribute to our mission and create opportunities for outreach.

OHDC has recently found it necessary to increase fundraising efforts. Following rapid growth and a strategic planning session, the need to increase and diversify funding was identified as an organizational priority. Through this Request for Proposals (RFP), OHDC seeks bidders to provide the services and specifications as outlined below for a Fundraising Specialist/Consultant. The Fundraising Consultant will work with board members, and senior management in building fundraising capacity, as well as development of a fundraising strategy to diversify sources of unrestricted funds and build long-term relationships with funders to support capacity building and other strategic goals, and then train a permanent staff member on maintaining such services and building future campaigns.

B. Proposal Format

In order for OHDC to conduct the most efficient proposal evaluation, bidders are required to include the following information in their proposals as described below:

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1. **Contact Information** – A description of the bidder and detailed contact information.
2. **Price Schedule** – A description of the bidder’s price schedule – daily or hourly rates.
3. **Capability Statement** – A detailed response to the service/specifications requested.
4. **Bidder’s References** – A list of references with detailed contact information (3 minimum).

C. Submission of Proposals & Closing Time

Please submit proposals to: **Martin Campos-Davis, Executive Director**
Martin.Campos-Davis@ohdc.org
Brian York, Controller
Brian.York@ohdc.org

Proposals are due by: **Friday, May 28th, 2021**
6:00pm – Pacific Standard Time

All questions pertaining to this proposal must be made via email to Martin Campos-Davis.

D. Solicitation Guidelines

1. Agreement

OHDC intends to issue a Time & Expenses (T&E) agreement to the successful bidder from this procurement process. The agreement will outline approved billing rates for each type of service provided and the terms and conditions applicable to the work performed.

2. Discretion

OHDC may, at its sole discretion and after the evaluation process, choose not to issue any agreement as a result of this process. OHDC may also, at its sole discretion, choose to issue as many or as few agreements as deemed necessary to meet OHDC’s business needs.

3. Offers/Quotations

Prices must be inclusive of all costs, including taxes and fees, in US Dollars. Quotes prices should remain valid for thirty (30) calendar days from proposal submission.

4. Proposal Costs

There is no reimbursement for costs associated with preparing or submission of proposals in response to this RFP or costs associated with possible award negotiation.

E. Proposal Timeline and Evaluation

1. Proposal Timeline

OHDC intends the follow the below timeline for review and award of this solicitation:

- Submission Deadline: up to May 28th, 2021
- Review of Proposals: up to May 31st, 2021
- Consultant Engagement: as soon as June 1, 2021

2. Proposal Evaluation

OHDC will select the bidders whose offer will provide the most favorable mix of corporate credentials and cost, thereby ensuring overall best value procurement.

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team from OHDC:

- Technical Capacities
- Past Performance
- Cost Reasonableness
- Cost Competitiveness

F. Required Services / Specifications

1. Detailed Scope of Work:

- a. Assess OHDC’s current fundraising program, board and staff expectations, current capacity and environmental context for fundraising utilizing past documents, plans, and limited interviews.**
 - 1. Identify strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development.
 - 2. Assess the opportunities and threats external to the organization as well as the agency readiness that will inform the fundraising plan to ensure its success.
- b. Develop a multi-year fund development plan and implementation strategy to build a fundraising program that generates growing unrestricted annual revenue and is reflective of and in alignment with OHDC’s mission/vision/values and capacity to execute and sustain.**
 - 1. Develop a comprehensive fundraising plan with strategies to increase OHDC’s fundraising efforts from (i) individuals (ii) corporations and (ii) special events
 - 2. Recommend key components and tactics for 2021 implementation including direct marketing, planning events, and identifying funding partners
- c. Initiate the implementation stage in conjunction with the Executive Director for an agreed upon time following the completion of the plan.**
 - 1. Plan and create an initial fundraising drive.
 - 2. Test out fundraising strategy and complete fundraising cycle with initial drive including burden on financial system and ability to track donors and thank them.
 - 3. Provide training and guidance to board members and senior management staff on how to implement the fundraising plan.
 - 4. Train a permanent staff development person to continue long term growth.
- d. Provide and present the fundraising plan to the senior management team and later to the board at an OHDC board meeting.**

2. Requirement(s):

- The successful bidder has a proven track record for creative excellence in developing fundraising plans and developing organizations’ fundraising capacity for domestic and global health programs.
- The successful bidder must demonstrate a proven track record for raising funds from individual and corporate donors.

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- There is a strong preference for a person with familiarity with OHDC and our programs as demonstrated by past (within past 5 years) consultation, employment, or other engagement with OHDC.
- The successful bidder must have the ability to work independently, excellent written and verbal communications, and with strong outcomes orientation that gets results.