

**Request for Proposal – Iowa Latino Community Center, Inc.**  
**Non-Profit Program Planning Services**  
**January 5, 2016**

**Statement of Purpose**

The Iowa Latino Community Center is accepting proposals for services to develop program plan documents for ten service programs it aims to offer at its location. We invite you to submit your proposal to us by **February 19, 2016**, for consideration.

**Services to be performed**

The consultant or consultants would provide the following services:

- Work with the organization's Board of directors, volunteers and program planning committee to understand the mission of the organization and the objectives of the desired programs
- Present draft program business plan documents that include
- Issue final program plan documents

Business plans for each program will include, but is not limited to: financial projections, budget, potential funding sources, potential duplication/partnership with existing available services, scope, need, etc.

**Background**

The Iowa Latino Community Center is a 501(c)(3) non-profit organization in Des Moines, IA. The mission of the organization is to serve as a space that promotes culture and develops leadership and connections for the future of the Latino Community and Central Iowa.

The center would provide a place to consolidate existing community, social, health and education services and work to preserve, promote and celebrate Latino cultures and empower leadership. The organization's vision is to have a free standing building for the delivery of these services and activities. The size of the location to be remodeled is approximately 31,000 sqft.

Upon completion of successful fundraising efforts, the organization would seek to hire an Executive Director and subsequent employees to carry out its mission.

With the help of volunteers, members of the Board of directors have also identified four key programming areas including: education, leadership development, coordination of services, and cultural activities. Ten key programs were identified under these four areas. The consultant or consultants would provide program plan documents for the ten programs identified.

In addition to information about the identified physical location, the program plan documents will be presented to prospective donors, volunteers and community members to aid in fundraising efforts and to build awareness about the need for these programs.

**Available Resources**

You will receive a copy of the Iowa Latino Community Center Feasibility Study which was conducted in 2013 and provides context and statistics about the organization and the community it aims to serve. In addition, you will receive a document that provides general overviews and objectives of each of the programs identified. Volunteers and members of the Board of directors will serve as resources for information and points of contact as you perform the services.

## Timeline

Below is a timeline of the proposal process and deadlines by which services should be completed:

- This RFP is dated **January 5, 2016**
- Proposals are due no later than **February 19, 2016**
- Proposals will be evaluated immediately thereafter. During this time interviews with the top candidates will occur. You will be notified of this request.
- The name of the candidate who has been selected will be decided on or around **March 11, 2016**
- Negotiations with the candidate will begin on or around **March 11, 2016** and conclude no later than **March 18, 2016**.
- All other candidates will be notified on or around **March 25, 2016**.
- Drafts of the documents must be delivered by **June 30, 2016**
- Final versions of the documents must be delivered by **September 1, 2016**

## Terms

*Timeframe*—Services should be completed and delivered by **September 1, 2016**.

*Payments*—Please provide an estimate of fees for the services to be provided. The estimate must encompass fees for all time and resources necessary for completion of the service.

*Contractual Terms*—The Iowa Latino Community Center will negotiate final contract terms upon selection. All contracts are subject to review by the organization's legal counsel. The project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

## Format for Proposal

To simplify the proposal process, the Iowa Latino Community Center asks that you submit your proposal in the format below.

### I. Cover Letter

### II. Proposal

#### A. Executive Summary

Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided.

#### B. Professional Experience

Describe your company's philosophy, size, structure, and qualifications with serving non-profit organizations of a similar size and operations. Provide copies of any examples of previous work within similar non-profit organizations.

#### C. Team Qualifications

Identify the specific individuals who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.

**D. Program Planning Approach**

Describe how your firm will approach the proposed services, including the use of volunteers and community members. Finally, discuss the communication process used by the firm to discuss issues with our organization.

**E. Fees**

Please provide an estimate of fees for the services to be provided. The estimate must encompass fees for all time and resources necessary for completion of the service.

**F. Client References**

Include a list of the relevant clients you have served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

**G. Additional Information**

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

**How to Submit the Proposal**

Please submit the proposal by mail or e-mail no later than **December 18, 2015**, to Alejandro Orozco, Chair, Board of Directors.

[Alexorop@gmail.com](mailto:Alexorop@gmail.com)

717 7<sup>th</sup> St.  
Des Moines, IA 50309

Questions? Please call: 515-238-2669