



REQUEST FOR PROPOSALS

Fund Development Manager for the City of Philadelphia Office of Immigrant Affairs

Issued by:

The Philadelphia City Fund

On behalf of The City of Philadelphia, Office of Immigrant Affairs

Questions about this RFP should be submitted to **cityfund@phila.gov** and project manager Ngan Tran (**Ngan.Tran@Phila.gov**) email by September 25, 2024.

Proposals must be received no later than 5:00 PM EST, October 9, 2024. A .pdf version of the proposal must be emailed to: **cityfund@phila.gov** and **ngan.tran@phila.gov**.

SECTION I – INTRODUCTION

A. Statement of Purpose

The Philadelphia City Fund (Fund or PCF) and the Office of Immigrant Affairs (OIA) seek proposals from prospective applicants to serve as a contracted Fund Development & Grant Distribution Management Consultant for the Office of Immigrant Affairs' and its Black Immigrant Capacity Building Project.

B. Department Overview

The Philadelphia City Fund (the Fund), formerly the Mayor's Fund for Philadelphia, works in close partnership with the City of Philadelphia (City) and private sector partners to develop and run initiatives that seek to advance City initiatives and improve the quality of life for all Philadelphians. The Fund will serve as the fiscal administrator for this opportunity and will hold the contract awarded to the winning applicant, on behalf of The Office of Immigrant Affairs (OIA) ("the Department"). OIA will serve as the project manager for this effort on behalf of the Fund.

The mission of the Office of Immigrant Affairs (OIA) is to promote the well-being of Philadelphia's immigrant communities. The department does this by recommending and developing policies and programs, which in turn provide opportunity and access to services. OIA helps to facilitate the successful inclusion of immigrants into the civic, economic, and cultural life of the city, highlighting the essential role that immigrants have played and continue to play in our city.

OIA also supports the work of [Mayor's Commission on Asian Pacific American Affairs](#) and [Mayor's Commission on African and Caribbean Immigrant Affairs](#).

C. Project Background

In March 2022, Philadelphia Foundation approved a two-year grant from its Black Community Leaders Fund, with a purpose of benefiting and supporting resource development of the Mayor's Commission on African and Caribbean Immigrant Affairs under the Office of Immigrant Affairs. Philadelphia Foundation also provided research and facilitation support to this project via the consulting firm, Bloom Planning, with 3 Lead community-based Organization Advisors from October 2021 through August 2023. In this period of time, Bloom supported a research and planning phase with the 3 Lead Advisors that resulted in the proposed project structure.

The mission of the Philadelphia Collaborative Initiative Fund for Black Immigrant Capacity Building (also referred to as BICBP) is to strengthen local Black immigrant-led organizations, both through network collaboration—mentorship, training, and shared development opportunities—as well as monetary grants, to increase the capacity of these organizations in support of the collectively held aspiration to improve the long-term wellbeing of Black immigrants in Philadelphia.

Once in its planning phase, the BICBP founding advising organizations, represented as the collective's founding advisers, identified that in order for the grant to achieve maximum impact it must be used to create and maintain a self-sustaining fund and network that will be active and accessible for the foreseeable future, ensuring long-term resource support for the Black-immigrant community of Philadelphia, proposing to change the goal of the grant from a one-time community investment to a long-term community-serving resources and accessibility fund. An advisory committee was formed, and is comprised of 10 community-based organizations, including the three founding advising organizations, each represented by one of their organizational leaders. The advisory committee includes representation of both African and Caribbean organizations, who will be seen as content experts, providing services or development support for community needs as identified by members of the Black-immigrant community. Advisory committee members, defined as operating organizations and not as individuals, have been selected based on a set of contributory criteria and participating expectations.

The BICBP, an initiative stewarded by the Office of Immigrant Affairs and supported by the Mayor's Commission on African and Caribbean Immigrant Affairs, the Philadelphia City Fund, and Philadelphia Foundation, seek the professional services of a Fund Development & Grant Distribution Management Consultant. BICBP is a newly organized network and resource-fund, dedicated to establishing growth, development, and service supports to Philadelphia-based, Black immigrant-led organizations whose missions are to address accessibility and resource gaps within the African and Caribbean communities of Philadelphia.

The Philadelphia City Fund serves as the fiscal sponsor for City of Philadelphia projects and initiatives and has been supporting the BICBP since its initial investment from the Philadelphia Foundation in 2022. OIA, PCF, and the BICBP Advisory Committee agree that PCF will serve as the fiscal sponsor for the selected consultant through year 1. It is the intention of OIA and the BICBP Advisory Committee that this initiative will have growth in terms of its operational capacity and organizational structure and will be well positioned to transition out of OIA's direct management and into an arrangement with another fiscal sponsor or legal vehicle to ensure its longevity. All funds currently awarded to PCF will be transferred to the host for this project moving forward. Additionally, any funds raised on behalf of this effort by the selected Fund Development & Grant Distribution Management Consultant will be held by the Philadelphia Foundation and transferred to the future host for this project. All funds raised will go to a donor advised fund account set up for this project and held at the Philadelphia Foundation.

D. General Disclaimer

This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City, at the Fund/City's discretion.

SECTION II – PROPOSED SERVICES

A. Scope of Work

This work is designed in three phases, requiring confirmation, mutual agreement, and the execution of new terms to continue before the start of each phase. Please note that PCF will only be involved in Phase 1 of the below scope of services, although the project is seeking a consultant to provide services for all 3 years of the project. As such, the contract resulting from this RFP will be between the Fund and selected applicant for Phase I of the project only. It is anticipated that the contract(s) for phases II and III will be held by the future host organization identified.

- i. Phase I – Year I:
 - a. Consultant is responsible for raising target funds of \$250,000, a third of which must be applicable for general use operating funds. These funds will be housed at the Philadelphia Foundation.
 - b. Consultant is responsible for designing, administering, and managing "training & development" grant program, with available funding budget of \$25,000.
 - c. Consultant is responsible for contributing to strategic guidance of BICBP Advisory Committee by ensuring the development and introduction of 2-4 strategies for advisory committee fund development engagement.
 - d. Consultant is responsible for bi-weekly project check-ins with the Office of Immigrant Affairs and the BICBP Advisory Committee Co-Chairs, monthly for progress check-ins with full BICBP Advisory Committee and the Office of Immigrant Affairs, and quarterly report presentations to BICBP partners organizations: OIA, Mayor's Commission on African & Caribbean Affairs, the Philadelphia City Fund, and Philadelphia Foundation.
 - e. Phase I holds a consulting compensation budget of \$75,000.
- ii. Phase II – Year II:
 - a. Consultant is responsible for raising target funds of \$350,000 (or what is mutually agreed upon between consultant and BICBP Advisory Committee), a third of which must be applicable for general use operating funds.
 - b. Consultant is responsible for process design and management of general grant administration, with available funding budget to be determined by BICBP Advisory Committee.
 - c. Consultant is responsible for contributing to strategic guidance of BICBP Advisory Committee by ensuring the development and introduction of 2-4 strategies for Advisory Committee fund development engagement.
 - d. Consultant is responsible for bi-weekly project check-ins with BICBP Advisory Committee Co-Chairs and the Office of Immigrant Affairs, monthly for progress check-ins with full BICBP Advisory Committee and the Office of Immigrant Affairs, and quarterly report presentations to BICBP partners organizations: OIA, Mayor's Commission on African & Caribbean Affairs, and Philadelphia Foundation.
 - e. Phase II holds a consulting compensation budget of \$85,000.
- iii. Phase III – Year III:
 - a. Consultant is responsible for raising target funds of \$500,000 (or what is mutually agreed upon between consultant and BICBP Advisory Committee), a third of which must be applicable for general use operating funds.

- b. Consultant is responsible for process design and management of general grant administration, with available funding budget to be determined by BICBP Advisory Committee.
- c. Consultant is responsible for contributing to strategic guidance of BICBP Advisory Committee by ensuring the development and introduction of 2-4 strategies for advisory committee fund development engagement.
- d. Consultant is responsible for bi-weekly project check-ins with BICBP Advisory Committee Co-Chairs and the Office of Immigrant Affairs, monthly for progress check-ins with full BICBP Advisory Committee and the Office of Immigrant Affairs, and quarterly report presentations to BICBP partners organizations: OIA, Mayor's Commission on African & Caribbean Affairs, and Philadelphia Foundation.
- e. Phase III holds a consulting compensation budget of \$95,000.

B. Qualifications

The winning respondent will possess the following skills and qualifications:

- i. Expertise and Experience:
 - a. Demonstrated experience in fund development and grant management, preferably for similar organizations
 - b. Knowledge of various funding sources, including government grants, foundations, corporate sponsorships, and individual giving
 - c. Track record of successful fundraising campaigns and grant awards
 - d. Understanding of the nonprofit sector and its unique challenges and opportunities
- ii. Strategic Thinking and Planning:
 - a. Ability to develop a comprehensive fund development strategy aligned with organization's mission and goals
 - b. Skills in conducting research and identifying new funding opportunities
 - c. Capacity to assess organization's fundraising capacity and recommend strategic improvements
 - d. Experience in developing and implementing effective grant management systems and processes
- iii. Grant Writing and Proposal Development:
 - a. Proven ability to write compelling grant proposals that effectively communicate organization's mission, programs, and impact
 - b. Success in securing significant grant funding from diverse sources
 - c. Familiarity with grant application processes, including prospect research, proposal writing, and submission requirements
 - d. Strong grant budgeting and financial management skills.
- iv. Relationship Building and Networking:
 - a. Capacity to cultivate and steward relationships with donors, sponsors, and funding agencies
 - b. Ability to develop and execute donor engagement strategies, including events, campaigns, and recognition programs
 - c. Strong interpersonal and communication skills to establish rapport with potential funders and stakeholders

- d. Experience in building collaborative partnerships with other organizations and stakeholders
- v. Project Management and Timeliness:
 - a. Ability to manage multiple projects and deadlines effectively
 - b. Strong organizational and time management skills to ensure timely completion of deliverable
 - c. Attention to detail in grant reporting, compliance, and documentation
 - d. Experience in monitoring and evaluating the impact of fundraising activities and adjusting strategies as needed
 - e. Cost-effectiveness: Clear and transparent fee structure, including any additional costs or expenses
- vi. References and Past Performance:
 - a. Positive references from previous clients or organizations
 - b. Evidence of successful collaborations and client satisfaction
 - c. Testimonials or case studies showcasing their achievements and impact

C. Timeline

Milestone	Date
Posting Date	September 9, 2024
Questions due by	September 25, 2024
Responses to Questions will be posted by	September 30, 2024
Submission deadline	October 9, 2024
Invitations to interview	October 15, 2024
Interviews conclude	October 31, 2024
Consultant selected	November 15, 2024
Work to commence	December 2nd, 2024

Proposals will be evaluated on a scoring system using a rating scale for each criterion to ensure a fair and consistent evaluation process. Criteria are as follows in Section C “Qualifications” above.

D. Budget

This role offers the following compensation:

- Phase I: \$75,000
- Phase II: \$85,000 (via new fiscal sponsor)
- Phase III: \$95,000 (via new fiscal sponsor)

SECTION III – GENERAL TERMS

The Philadelphia City Fund serves as a Fiscal Sponsor for projects and programs administered by The City of Philadelphia (the City) and City-Related Agencies in order to advance City initiatives and improve the quality of life for all Philadelphians.

By submitting a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia and the Philadelphia City Fund.

For this contract opportunity, the Philadelphia City Fund has agreed to act as the "Fiscal Sponsor" for the City of Philadelphia Office of Immigrant Affairs in order to facilitate the BICBP Fund Development position on the City's behalf. The contract(s) resulting from this RFP will be held between the Fund and the selected applicant(s).

What follows are contractual terms the chosen applicant will be expected to agree to. By submitting a proposal in response to this RFP, the applicant acknowledges and agrees to be bound by these terms unless otherwise noted in the applicant's proposals. The applicant may suggest alternative language to the following terms, and at the Fund's sole discretion, negotiation may be possible to accommodate an applicant's requested changes during the contracting phase.

A. Insurance Requirements

The winning respondent will be required to maintain in full force and effect all insurance coverage reasonably necessary and appropriate under State and Federal laws to perform the Services, including but not limited to: general liability insurance, automobile liability, and workers' compensation and unemployment insurance. Upon request, the winning respondent shall provide the fund with a certificate of insurance evidencing insurance coverage.

B. Confidentiality

Through performance of the Agreement resulting from this RFP, the selected Vendor may receive or have access to Confidential Information of the Fund and PDPH, which may include certain information concerning the Services and other information not generally known to the public. Vendor shall not disclose any Confidential Information it receives from the Fund and PDPH to any person or entity except (a) employees or contractors of Vendor, and (b) Vendor's professional advisors who have a need-to-know such information, provided such professional advisors have agreed in writing to maintain the confidentiality of such information pursuant to confidentiality agreements containing confidentiality obligations that are not materially less restrictive than those contained in the Agreement, or such professional advisors are bound by law or codes of professional conduct to keep such matters confidential. Vendor shall inform such employees having access or exposure to Confidential Information of Vendor's obligations under the Agreement. Vendor shall use not less than the same degree of care (but no less than a reasonable degree of care) to avoid disclosure of such Confidential Information as Vendor uses for its own confidential information of like importance. Vendor shall use reasonable efforts to ensure that Confidential Information and all materials relating to the Fund and PDPH at the premises of Vendor or in the control of Vendor shall be stored at locations and under such conditions as to prevent the unauthorized disclosure of such information and materials. Vendor may not use the Confidential Information for any purpose other than for the performance of the Services under the Agreement. This obligation shall survive the termination of the Agreement. Vendor shall return the Fund and PDPH materials, if applicable, to the Fund promptly upon termination of the Agreement or earlier if requested by the Fund.

"Confidential Information" means all non-public information in whatever form transmitted, whether written, electronic, oral or otherwise, including without limitation business plans, specifications, design plans, drawings, software, data, prototypes and other business and technical information that is disclosed by the Fund and PDPH pursuant to the Agreement and that is marked as "confidential" or "proprietary" (or, if disclosed orally, designated as confidential upon disclosure) or which, under the circumstances surrounding disclosure, a

reasonable person would deem as confidential. Notwithstanding the foregoing, Confidential Information shall not include information that: (a) is independently developed by Vendor or lawfully received by Vendor free of restriction from another source having the right to so furnish such information; (b) is or becomes generally available to the public without breach of the Confidentiality Agreement by Vendor; (c) at the time of disclosure, was known to Vendor free of restriction; or (d) is required to be disclosed pursuant to any statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction; provided however, that: (e) the Vendor shall use commercially reasonable efforts to notify the Fund and PDPH before disclosure, (f) Vendor shall disclose only such portion of the information as is legally required; and (g) the disclosed information is not "Confidential Information" only for the purpose of and to the extent of the required disclosure, and otherwise remains "Confidential Information" subject to the terms and conditions of this Agreement.

C. Representations, Warranties, and Covenants

The selected Vendor represents, warrants and covenants that so long as the Agreement resulting from this RFP has not been terminated: (a) Vendor has full power and authority to enter into and perform its obligations under the Agreement; (b) entering into and performing its obligations under the Agreement (i) will not violate or breach any agreement binding on Vendor; and (ii) does not result in a conflict of interest between the Services or Works to be provided under the Agreement and Vendor's other activities. Vendor shall advise the Fund of any conflict of interest that arises during the performance of the Agreement. (c) The Services and Works will: (i) be created and originated by Vendor and may be conveyed to the Fund under the Agreement free and clear of claim of ownership by others; (ii) not violate or infringe any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual right; (iii) not violate any applicable law, rule or regulation; (iv) conform with the Agreement, be performed in a workmanlike and professional manner, be of high quality, and in no event, be of a quality less than the quality of services performed and work product created by a skilled consultant with expertise in the area for which Vendor is providing the Services; and (v) be free of errors and that all failures of the Services or Works furnished hereunder will be corrected to conform with the Agreement.

D. Indemnification

The selected Vendor shall indemnify, defend and hold the Fund and the Department harmless from and against any damage, loss, liability, obligation, claim, litigation, demand, suit, judgment, cost or expense including, without limitation, reasonable attorneys' fees ("Claims") that may be made: (a) for bodily injury, death, or damage to real or tangible personal property, including theft, resulting from the acts or omissions of Vendor, its employees or agents; (b) in connection with Vendor's breach of its obligations under the Agreement; (c) by any third party alleging that the Services or Works violate any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual rights; and (d) in connection with Vendor's recklessness, gross negligence, willful misconduct, or violation of applicable law. The Fund and the Department may participate at its expense in any Claim, and the Fund and the Department's prior written consent is required for settlement of any Claim.

Except for the indemnification covenants contained in the first paragraph of this Section, for which no cap shall be applicable, if Vendor has any other liability to the Fund and the Department for any Claims, such liability shall in all cases whatsoever be limited to the

greater of (e) any amount of insurance Vendor is required to carry as set forth in the Agreement, and (f) the total amount received by the Vendor for the Services under the Agreement.

SECTION IV – SUBMISSION REQUIREMENTS

The following information should be submitted for consideration:

A. Resume/CV

B. Letter of Interest:

Please include a cover letter with your submission explaining your interest in this project. Applicants are encouraged to share about their personal alignment to the goals of this project.

C. Scope of Work Description:

The scope of work proposed by Applicant should include a general project schedule that identifies all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each.

D. References:

Include contact information for a minimum of (2) references who can speak to the applicant's experience, providing evidence of a successful collaboration and client satisfaction. Applicant may provide a portfolio for testimonials or case studies showcasing their achievements and impact.

E. Deadline for Submission:

Responses to this RFP must be emailed as a single pdf by 5 PM on October 9, 2024 to cityfund@phila.gov and Ngan.Tran@phila.gov.

SECTION V: PROPOSAL REVIEW AND SELECTION PROCESS

It is expected that proposals will be reviewed and a limited number of in-person interviews will be held during the week of October 15, 2024 to October 31, 2024.

The successful candidate will be the person/firm who demonstrates the knowledge, experience, and ability to perform the work effectively.