

REQUEST FOR PROPOSAL (RFP)

Issued:
African American Legacy Fund of Indianapolis



ORGANIZATIONAL PARTNER: Anti-Gentrification/Wealth Preservation or Financial Literacy and Wealth Creation

1. GENERAL INFORMATION

- 1.1. The African American Legacy Fund of Indianapolis (AALFI) is a collective philanthropic initiative working to improve life-affirming outcomes for African Americans in our community. We will do this by raising awareness and advocating on issues affecting the African-American community, developing civic leaders, cultivating donors, making charitable investments in our community and building philanthropic assets.
- 1.2. The consultant Statement of Qualifications (SOQ) response must be received by AALFI no later than. October 15th, at 12:00 p.m. EST.
- 1.3. Questions pertaining to this RFQ should be directed to Marshawn Wolley at marshawn@blackonyxmanagement.com, no later than. August 24th, 2022, at 12:00 p.m. EST. Q&A responses will be posted on the AALFI website and emailed to attendees of the pre-submittal conference on August 31st, 2022.
- 1.4. AALFI reserves the right to reject any or all responses to this RFP, to waive any informality or irregularity in any RFP responses received, and to be the sole judge of the merits of the respective RFP responses received.
- 1.5. It is expected that an award recipient agreement will be executed in late November 2022 for either Anti-Gentrification/Wealth Preservation or Financial Literacy/Wealth Building strategies worth up to \$100,000.

2. SELECTION CRITERIA

- 2.1. Grant recipient will be made based on the competence and qualifications for the type of services, as demonstrated by the submitted response, as further described in Section 4, SOQ. Thereafter, AALFI will negotiate a grant agreement for the services at a fair and reasonable fee with the best qualified organization.
- 2.2. The grant recipient must be a 501c3.
- 2.3. AALFI supports Black-led, Black governed, Black focused organizations.
- 2.4. Grant recipient must identify a key staff member who will provide updates on the program at a reporting interval to be determined.

3. DESIRED SCOPE OF WORK

- 3.1. Respondents are encouraged to provide a proposal for one and only one strategy per submission that will address Anti-Gentrification/Wealth Preservation **or** Financial Literacy and Wealth Building strategies.
- 3.2. Do not submit a proposal that combines both strategies.

3.3. Financial Literacy as a Wealth Building Strategy

Develop Individual Development Accounts and hold the master account within the organization with the following parameters:

- Funds will be sent to a college or university of the students choosing.
- Include parental education on owning 529 funds to increase contribution and early withdrawal from the account
- Include financial literacy programming for students participating in the program
- Ideal target group is middle school students (7th or 8th grade)

3.4. Anti-Gentrification/Wealth Preservation

Identify a majority Black neighborhood with Black homeowners experiencing home value appreciation over 10% in 2022 and develop a program that provides one of the following services:

- A homeowner repair program
- Homeownership down payment assistance
- Assistance with property taxes

4. STATEMENT OF QUALIFICATIONS (SELECTION CRITERIA)

- 4.1. **Cover Letter** (1 page maximum) containing at a minimum: organization name, contact name, address, phone number, and email address.
- 4.2. **Organization, Project Understanding, and Project Approach** (3 pages maximum) containing:
 - Description of organization
 - Brief description of the organization's experience with selected program/strategy
 - Description of your understanding of the project
 - A description of any issues unforeseen by AALFI that may delay the successful completion of the program
 - Data collection strategy and reporting plan
- 4.3. **Relevant Experience** (4 pages maximum) containing: reputation within the community, service capabilities and experience, brief description of up to three comparable projects under management by the team, up to three additional reference contacts with reference name, title, phone number, and email address.

- 4.4. **Proposal Requirements and Content** (4 Pages maximum) Qualifications submitted for this project must provide the following information: a high-level concept that addresses the items listed in Section 3, including a project narrative describing the approach to the following:
- 1) Developing community input on the program
 - 2) Outreach plan including potential grassroots or grassroots partners
 - 3) Identification of administrative costs for the program
 - 4) Key staff that would administer the program/strategy
 - 5) Data collection and reporting strategy
- 4.5. **Organizational Capacity** (1 Page) Description of current and scheduled workload and demonstrated ability to complete tasks in a timely manner.
- 4.6. **Supporting Documentation** Additional supporting documents can be included as attachments to the submission; however, the documents should specifically expand upon requested information requested in Section 3.

Submissions will only be accepted virtually. Please send all responses to Marshawn Wolley at [\[projectmanager@blackonyxmanagement.com\]](mailto:projectmanager@blackonyxmanagement.com). All responses must be received by 12:00 p.m. EST, October 15, 2022, and should contain the email subject line AALFI SOQ. All responses should be in size 12 font. Responses can include links to virtual shared folders. Responses will be downloaded upon receipt. If changes are requested to be made prior to the submission deadline, please inform Marshawn Wolley at marshawn@blackonyxmanagement.com

5. SELECTION

- 5.1. **Selection Process** AALFI will convene its Grant Committee to evaluate each eligible RFP submitted. Subject to the quality of the submitted SOQs, AALFI may select one or more qualified finalists that will be “Short-Listed” for the project. Interviews will be scheduled for the Short-Listed teams to discuss their qualifications with the review team. The purpose of these interviews will be to expand on the information provided in the SOQ, not to repeat information already provided. Those organizations selected for the Short-List will be provided additional instruction by AALFI leadership prior to the interview date. At its sole discretion, AALFI leadership may choose to bypass the interview process and move directly towards contract negotiations.

5.2. Schedule The following tentative schedule has been prepared for this RFP process. Organizations interested in submitting a RFP must be available on the interview meeting date or request an alternate date a minimum of one week prior to the interview. *RFP interesteers should attend the event to learn more about AALFI and meet its membership.

Activity	Date
RFP Released	August 15, 2022
Pre-Submittal Virtual Conference (Zoom link is here.)	August 24, 2022 at 6pm
AALFI Paint It Black Event*	August 25, 2022 at 7pm
Pre-Submittal Questions Due to AALFI	August 31, 2022 at noon
Addendum Distribution	September 2, 2022 at 6pm
Statement of Qualifications (SOQs) Due	October 15 th , 2022 at noon
Invitations for Interview Issued	Nov 2, 2022 at 6pm
Interviews (If necessary)	Nov 9, 2022 at 6pm
Selection Notification	November 15, 2022

For additional questions or comments, please contact:
Marshawn Wolley
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