



2600 Centre Square West
1500 Market Street
Philadelphia, PA 19102
wirelessphiladelphia.org

Request for Proposal of Grant Writing and Grant Management Services for Wireless Philadelphia

Introduction

Wireless Philadelphia (“WP”) is a Philadelphia, Pennsylvania based non-profit organization whose mission is to facilitate the deployment of a high-speed wireless internet infrastructure throughout the entire City of Philadelphia, along with its partner EarthLink, and to advocate the accessibility of the network to low-income residents by providing the means to necessary hardware, software, training and education, and reduced rate internet access accounts through its Digital Inclusion program. In achieving its mission and goals, WP will need to secure funding from various corporate and government entities as well as from local and national foundations. WP is currently seeking proposals from firms and/or individuals to provide grant writing and grant management services to WP. Respondents are encouraged to review and be familiar with the Wireless Philadelphia Business Plan, which can be downloaded from the web site www.wirelessphiladelphia.org. The Business Plan provides detailed information on the goals, objectives, business model and assumptions for the Wireless Philadelphia initiative.

Scope of Work

Wireless Philadelphia is seeking proposals for grant writing and grant management services including but not limited to the following:

1. Review existing program materials and speak with Wireless Philadelphia staff to assure a firm understanding of the organization's goals, services, plans, and capacity needs for the coming year.
2. Work with Wireless Philadelphia staff to develop a proposal template which presents the case for funding support, reflecting the programmatic goals and capacity needs identified in Step 1.
3. Identify public and private funding sources that may be interested in supporting Wireless Philadelphia's start-up services or specific programming goals.
4. Develop approach strategies and a prioritized solicitation schedule for each of the funders identified as targets.
5. Prepare materials and provide assistance as needed to Wireless Philadelphia in contacting funders to request support, in advance of a proposal submission.
6. Prepare full proposal documents and packages to funders that express interest and to those not previously contacted, adapting the template proposal to fit with individual funders' guidelines and grant making interests.
7. Advise Wireless Philadelphia on how best to follow-up and steward relationships with each funder.
8. Development of budgets in appropriate formats for presentation to funders as part of proposal submission.
9. Continue to monitor the public and private funding marketplace to identify additional sources of potential financial support for Wireless Philadelphia throughout the funding period.
10. On a periodic basis, meet with Wireless Philadelphia staff to evaluate resource development efforts and identify any new program or capacity needs that may emerge during the course of the contract year.
11. Fully manage the process of submitting required post-award reports to funders.
12. Submit sufficient quantity of proposals to secure at least \$900,000 in foundation and public funding for WP's Digital Inclusion programs in the first year.

Requirements for RFP Response

All proposals must provide a comprehensive description of applicant's strategy for securing at least \$900,000 in foundation and public funding for WP's Digital Inclusion programs in the first year as well as statements of qualifications concisely describing the firm's or individual's capabilities including the following:

1. a track record of providing successful grant writing and grant management services to governmental and/or nonprofit entities, such as WP,
2. a listing of non-profit or municipal clients and references to include addresses and telephone numbers,
3. if responding as a firm, the ownership, size, location of the office responsible for providing services to WP,
4. if responding as a firm, its legal organization (e.g., corporation, partnership) and year of incorporation,
5. if responding as a firm, a description of the firm's equal employment opportunity and non-discrimination policies,
6. if responding as firm, a summary of the firm's minority and female recruitment efforts and the percentage of minority and female officers, partners, or the equivalent
7. a statement, in one page or less, of any other relevant factors that should be considered by WP in evaluating the Proposal,
8. a proposed cost estimate for services to be provided, along with specific ideas for performance based criteria for evaluation of applicant's success in achieving the objectives of the program (see *Terms and Conditions*, below)

The proposal shall also include the appropriate disclosure forms as required to comply with City of Philadelphia code 17-1400. Forms may be acquired from WP if needed.

Proposals shall be evaluated by a selection committee on the basis of the individual's or firm's skills and experience, proposed cost, presentation and completeness of proposal, ability and willingness to work with WP Board and management and references.

Terms and Conditions

Any firm or person submitting a proposal shall state their willingness to agree to the following terms and conditions:

1. The awardee must be fully committed to the mission of Wireless Philadelphia.
2. Termination - A termination agreement is to be negotiated between the parties that includes provisions on termination for cause and termination for convenience.
3. Oral Presentation - Any individual or firm who submits a proposal in response to this RFP must be willing to make an oral presentation at the request of the WP Board or Management.
4. Compensation – It is anticipated that the total value of this contract will be in the range of \$75,000 for 12 months of services with the option of 3 one year renewals at the discretion of Wireless Philadelphia. The actual value of this contract will depend on the type and amount of services proposed by the vendor. The schedule of compensation will be mutually negotiated. The compensation plan will include payment based upon an assessment of the vendor's attainment of specific, measurable outcomes or "performance benchmarks," which will be mutually developed between WP and the selected vendor. Examples of performance benchmarks may include, but are not limited to:
 - a. 60 day progress report based upon completion of predetermined number of distinct templates and specific number of pre-submission appointments secured
 - b. 100 day payment based on predetermined number of proposals submitted to agreed upon number of potential local and national foundations
 - c. 6 month payment based upon assessment of likelihood of achieving at least \$900,000 in annual funding for WP's Digital Inclusion programs in the first year

Applicants are encouraged to provide creative ideas and to include a proposed compensation plan that includes performance-based criteria, wherein performance will determine certain payments and the likelihood of contract renewals.

Submissions

All bid proposals will consist of one original proposal and six copies in a sealed envelope, to be submitted to:

Grant Management Services RFP Committee
Wireless Philadelphia
2600 Centre Square West
1500 Market Street
Philadelphia, PA 19102
Attn: Greg Goldman

Proposals shall include a table of contents listing all sections, disclosures, etc. and their corresponding page numbers. Proposals will not be accepted via facsimile transmission.

It shall be the responsibility of the Respondent to deliver the Proposal and all other required items to the location specified in this RFP at or before **4:00 p.m.** Eastern Standard Time on **October 30, 2006**. WP reserves the right, at its sole discretion, to reject and return without evaluation any Proposal received after the Proposal submission time and date.

Any questions or inquiries regarding this RFP may be directed to Greg Goldman, CEO at 215-496-8176, or ggoldman@wirelessphiladelphia.org.