



**1736 Family Crisis Center  
REQUEST FOR FUND DEVELOPMENT SERVICES**

**A. BACKGROUND**

1736 Family Crisis Center helps runaway and homeless teenagers (boys and girls ages 10 through 17), domestic violence victims and their children (boys and girls, birth through 17), and community families facing extremely difficult circumstances to gather the material and emotional resources they need to turn their lives around, establish safety, become self-sufficient, and grow self-esteem. 1736 FCC has been in continuous operation since 1972 and today operates its Emergency Adolescent Shelter Program, four confidentially-located domestic violence shelters, three Community Service Centers offering comprehensive non-residential care, five 24-hour crisis hotlines, community education prevention outreach, and special initiatives.

**B. GENERAL PROJECT INFORMATION**

1736 Family Crisis Center seeks to supplement its in-house Development Department by establishing an independent contractor consultancy with one or more writers with a proven track record of submitting successful proposals to public and private social services funding sources.

**C. SUBMITTAL DEADLINES:**

The application timeline is open, however evaluations of candidates for hiring purposes will begin immediately upon receipt

RFP responses should be delivered to:

Carol A. Adelfkoff  
CEO and Executive Director  
1736 Family Crisis Center  
2116 Arlington Avenue, Suite 200  
Los Angeles, CA 90018

All questions are to be directed to:

Daphyne Howell  
Director of Human Resources & Administration  
1736 Family Crisis Center  
2116 Arlington Avenue, Suite 200  
Los Angeles, CA 90018  
(323)737-3900 ext. 203

#### **D. DESCRIPTION OF WORK**

1736 Family Crisis Center raises its operating budget of approximately \$7 million annually from a broad mix of public and private funding sources. Public sector funding sources include, e.g., the U.S. Dept. of Housing and Urban Development, U.S. Dept. of Health and Human Services (Administration for Children, Youth and Families), U.S. Dept. of Justice (Office of Violence Against Women), California Dept. of Housing and Community Development, California Emergency Management Agency, County of Los Angeles Dept. of Public Social Services, County of Los Angeles Community and Senior Services Dept., Los Angeles Homeless Services Authority (LAHSA), City of Los Angeles Community Development Dept., Housing Authority of the City of Los Angeles (HACLA), City and County Depts. of Mental Health, County of Los Angeles Probation Department and others. Private sector funding sources include, e.g., foundations, corporations, individuals, fundraising events, and others.

Proposal from qualified applicants will incorporate the following.

##### **1. Experience with any or all of the funding sources detailed above.**

- a. Please address the initiatives to which you have responded in the past five years, including dates and results of the proposal, including levels of funding.
- b. Please describe the length of your experience and any pertinent educational information. You may attach a resume.

##### **2. Provide information about the largest social service nonprofit agency for which you have provided similar services.**

- a. Please include size of budget for which you were responsible for raising.
- b. Please describe your working style by detailing your preferred sequence of steps for preparing: a) a renewal public sector proposal; b) a new public sector proposal; c) a foundation proposal.
- c. Please describe your preferred method of communication with 1736 Family Crisis Center staff (e.g., email, phone, face-to-face meetings, written instructions, etc.)

#### **E. PROPOSED FEES**

- a. Please state your hourly rate.

Note: 1736 Family Crisis Center reserves the right to request a firm per-project rate from successful applicants, as may be appropriate for any given project.

#### **F. MINIMUM QUALIFICATIONS**

Successful applicants must have a minimum of 5 years of experience in public and/or private fund development, with a proven track record of working collaboratively as a team and independently to provide completed projects on schedule.

## **G. PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS**

Proposals will be evaluated for relevant experience and completeness of submission as requested. A short-list of finalists will be determined and an interview will be conducted with the finalists.

**Proposal Requirements:** Proposals must be provided on no more than five (5) double-sided 8/5"x11" pages. An Appendix section for exhibits and additional information may be provided; however, initial evaluation will be on the 5 double-sided page portion. Proposals must include the following:

1. Letter of Transmittal expressing proposer's interest and signed by individual who is authorized to bind the proposer to the terms of the proposal, a statement that the proposal is valid for 90 days and a statement disclosing any past or ongoing potential conflicts with performing the proposed work.
2. Describe experience and qualifications as outlined in D above.
3. Provide three (3) references with contact information.
4. Provide the Fee proposal as outlined under F above.

**Proposal Submission:** An **original and two copies** of the proposal must be received by the date/time and at the address noted on pages 1 and 2 of this RFP.

### **Conditions of this Proposal:**

1. All submissions become the property of 1736 Family Crisis Center and will not be returned.
2. 1736 Family Crisis Center is not responsible for any costs incurred by the proposer related to the preparation of this proposal or any other aspect of the proposer's consideration for this project.
3. 1736 Family Crisis Center reserves the right to cancel or modify the selection process or reject any proposals that are deemed unresponsive. 1736 Family Crisis Center does not make representation that an agreement will be awarded to any party making a submission.