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**CAPACITY BUILDING COLLABORATIVE:**

**CONSULTANT & PROFESSIONAL SERVICES**

**Key Dates**

**Application Opens:** Tuesday, October 3, 2023

**Informational Webinar:** Wednesday, October 11, 2023, 10:30 AM – 12:00 PM

**Application Submission Deadline:** Friday, October 27, 11:59 PM

**Finalists Interviews:** Monday, November 6 – Thursday, November 9, 2023

**Tentative Contract Start Date:** Early December

**APPLICATION COMPLETION AND SUBMISSION INSTRUCTIONS**

Before completing this application, it is strongly encouraged that organizational leadership discuss and prioritize what is to be accomplished within a reasonable timeframe.

Collaborative applications are permitted. All documentation must be submitted for each organization listed on the application. Before completing a collaborative application, it is strongly encouraged that interested partners meet to develop a comprehensive project plan.

Please note that the information submitted through this application will be shared with LAHSA and any qualified vendors matched to the organization for technical assistance support. The application will be open through Tuesday, October 3 – Friday, October 27, 2023.

Please submit the application and all supporting documents to United Way of Greater Los Angeles via electronic submission on [Survey Monkey](https://unitedwayla.smapply.io/prog/).

**Applications must be submitted by Friday, October, 27 11:59 PM.**

**REGISTRATION: SYSTEM ORGANIZATION PROFILE** *(Completed Through Survey Monkey)*  
For this section, please share information about your organization within the Survey Monkey Apply organization registration process. If you have already registered, please verify all details are still accurate.

1. Organization Name
2. Address
3. City
4. Country
5. Organization Phone Number
6. Organization Email
7. Website (Optional)
8. Executive Director/CEO Email
9. Executive Director/CEO Name
10. Legal Name of Organization
11. Mailing Address
12. Mailing State
13. Mailing Zip
14. Mission Statement
15. Social Media – Facebook (Optional)
16. Social Media – Instagram (Optional)
17. Social Media – Twitter (Optional)
18. Tax ID Number (Optional)

**SECTION 1: ORGANIZATION OPERATING INFORMATION** *(Completed Through Survey Monkey)*

* Internal Revenue Service (IRS) Tax Identification Number (TIN)
* IRS Form 990 or Audited Financial Statements
* Project Lead (include if different from Executive Director) Name, Phone Number, and Email
* Number of Subcontracted Partners (if applicable)

**SECTION 2: ORGANIZATIONAL OVERVIEW** *(Completed Through Survey Monkey)*

1. Describe the history and current priorities of your organization. 500 word maximum.
2. Which of the choices below does your organization’s leadership (Executive Director, CEO, President, etc.) identify with? Please select all that apply.
   1. Asian
   2. Black / African American
   3. Hispanic / Latinx
   4. Native American / Alaskan Native / Indigenous
   5. Native Hawaiian / Pacific Islander
   6. White
   7. If Other, please specify
   8. Prefer Not to Disclose
3. What percentage of the people your organization serves are of the following races/ethnicities? If you are unable to provide exact figures, please provide an estimate to the nearest percentage. Total percentage must not exceed 100%.
   1. Asian
   2. Black / African American
   3. Hispanic / Latinx / Spanish origin
   4. Middle Eastern / North African
   5. Native American / Alaska Native
   6. Native Hawaiian / Other Pacific Islander
   7. White
   8. Other
   9. Two or more races

**SECTION 3: PROJECT NARRATIVE** *(Completed Through Survey Monkey)*

**Project Narrative** -*Please describe how you will meet the proposed project deliverables (deliverables are listed on page six in the RFP) using a culturally responsive and equitable lens. For example, please describe:*

* ***Approach*** *– Describe your team’s proposed approach and process for executing the work*
* ***Engagement –*** *Describe your team’s planned engagement of United Way of Greater Los Angeles and key project partners*
* ***Proposed Timeline*** *– Describe the proposed timeline and any related key considerations for executing the work plan within the proposed timeline*

***Experience & Knowledge –*** *Please help us understand your expertise and experience on similar efforts across the following questions.*

* What is the extent of your organization's knowledge of the homelessness system in Los Angeles County? What experience does your organization have with working with community-based organizations, faith-based organizations, and/ or non-traditional services providers operating within the homeless services sector in Los Angeles County? Please provide past project and examples, if applicable.
* What is the extent of your organization's knowledge and experience with capacity building-related issues facing Los Angeles County's homelessness service system? Please provide past project and examples, if applicable.
* Describe your organization's overall knowledge and experience with the common areas of focus related to capacity building and organizational sustainability? What experience does your organization have with areas of Subject Matter Expertise (financial sustainability, organizational strategy, development, etc.)? Please provide past project and examples, if applicable.

If there are any additional attachments that you would like to add for past projects, please provide a PDF copy.

**Proposed Budget**

* Applicants should list current hourly rates for primary positions related to this project
* Please share specific considerations related to engagement minimums, maximums, ability to deliver on fixed price contracts, and general reimbursement requirements

**Consulting Team**

* Titles of staff participating (including any planned subcontractors and/or partners supporting the work, if applicable)
* Please be sure to include any relevant information regarding the qualifications of team members as it pertains to this project (i.e., experience with homelessness – personally and/or professionally, capacity building, LAHSA, etc.)
* Length of time in position
* Amount of time per week dedicated to proposed project
* Organization Chart
* References (Optional) – Please provide 1-2 references that can be contacted regarding past projects/initiatives your team has supported.

**END OF APPLICATION**

***Thank you for your application to the LAHSA Capacity Building Collaborative Consultant and Professional Services Request for Proposals. Please email*** [***rfp@unitedwayla.org***](mailto:rfp@unitedwayla.org) ***if you have any questions.***