

## RFP for Expertise on Developing a Non Profit Collaborative Legal Structure

### Background:

We are looking to engage a professional services firm to develop the legal agreements and financial reporting processes to support the working partnership between South Hilltop Men's Group, a fiscally sponsored group, and Hilltop Rising LLC.

**Description of Organizations:** South Hilltop Men's Group is a fiscally sponsored non-profit organization, whose mission is to create opportunities and improve outcomes for struggling African American men.

Hilltop Rising LLC is a for profit company that offers training, workforce development and employment to struggling African American men.

### Project Scope:

The professional service contractor will be expected to demonstrate their ability to deliver on the following:

1. Provide a baseline assessment of the partnership's for profit and nonprofit legal structures
2. Determine a clear designation of allowable activities by each entity based upon their legal status
3. Recommend best practices for management structures and develop supporting documents (management committee, advisory board, etc.)
4. Provide necessary legal contracts and agreements to support the ability of the partners to work together
5. Identify financial reporting requirements and compliance recommendations
6. Provide and advise Neighborhood Allies with the knowledge, appropriate forms and questions that would allow the organization to help other organizations in similar circumstances.

### Budget:

Neighborhood Allies has allocated \$3,000 - \$5,000 to Project Scope pieces 1-5 and an additional \$2,000 – \$4,000 to Project Scope piece 6. Additional design work/production beyond those items outlined above is subject to additional negotiations/compensation.

### Criteria for Selection:

In review of proposals, the Neighborhood Allies team will be assessing the following criteria:

#### Proposed Approach:

Technical Appropriateness	To what extent does the bidder have the appropriate skills and knowledge to carry out the work required?
Innovation	To what extent does the bidder demonstrate a creative and thoughtful approach to the work?
Cost-Efficiency	To what extent is the value of the bidder's work equal to or greater value to the amount of money spent?
Matching Criteria of Project Scope	To what extent does the bidder's proposal match the criteria in the project scope?
Realistic schedule for Project Scope	To what extent Bidder stick to the timeline required to complete the project? And to what extent timeline they presented show a realistic schedule for work completion?

#### Qualifications:

Experience/Education of personnel	To what extent does the bidder possess the experience and education required to carry out this project? Be sure not to evaluate bidders primarily on length of work experience for this category.
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[neighborhoodallies.org](http://neighborhoodallies.org)  [neighborhoodallies](https://www.facebook.com/neighborhoodallies)  [NHBDalliespgh](https://twitter.com/NHBDalliespgh)

Experience & expertise working with marginalized communities	To what extent does the bidder have experience and expertise working in marginalized communities? In other words, does the bidder have experience working towards equity and inclusion in predominately low-income historically disadvantaged communities?
Value for racial and economic equity in marginalized communities	To what extent does the bidder demonstrate a value for racial and economic equity in communities that have been historically disadvantaged and are low-income?

**Guidelines and Requirements:**

This is an open and competitive process for a qualified professional service firms and freelance legal consultants. Submissions will be accepted till Wednesday, March 28th.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, and EIN of the sub-contractor. We will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors you have selected.

The proposal should include the following information:

- 1) The team should reveal with clarity and thoughtfulness their framework and approach responding to the various aspects of the project scope.
  - 2) Members of the team should share 2-3 references that can verify their expertise, skills, and past work.
  - 3) Team should share specific past projects that specifically demonstrates their fit to complete this work.
  - 4) Team should share all staff/subcontractors on their team
  - 5) Team should breakdown the budget, sharing the hours and cost for various aspects of the scope and their rate.
- Please share clearly your hourly rate for the project.

All proposals should be submitted via email to [info@neighborhoodallies.org](mailto:info@neighborhoodallies.org) with “RFP for Legal Expertise” in the subject line. Following your submission, firms that submit qualifying proposals will be interviewed by Neighborhood Allies, South Hilltop Men’s Group, and Hilltop Rising teams during the time period March 28<sup>th</sup> – April 12<sup>th</sup>. Final decisions will be made on/or before April 18<sup>th</sup>.