

NEIGHBORHOOD ALLIES

Request for Proposals

Technical Assistance Providers for Love My Neighbor! Small Grants Program

Background:

Love My Neighbor!, an initiative founded by Neighborhood Allies and led and developed by the Grassroots Grants Committee (GGC), invests in resident-led projects that aim to improve neighborhoods and engage neighbors.

In the second round of the Love My Neighbor! grant program, Neighborhood Allies seeks organizations or freelance consultants to provide technical assistance to residents interested in applying for a grant. Organizations or freelance consultants provide educational training and one-on-one sessions to residents in one or more of the following communities: Allentown, Beltzhoover, Hill District, Homewood, Knoxville, Larimer, Lincoln-Lemington, Millvale, and Wilkinsburg.

The technical assistance involves the following pieces: project development, application assistance, storytelling, and leading grantseeker workshops in the community. The providers will also offer the relevant and important follow up to residents throughout the grant process.

Project Scope:

The technical assistance involves the following pieces:

- 1) **Project Development:** The consultant(s) works to understand applicants' ideas and passions and uses this understanding to translate the idea into a practical and concrete project and plan for completion. In the end, the project is well defined, fits within the timeline listed, and meets the goals of the Love My Neighbor! grant program.
- 2) **Application Assistance:** After helping the applicant better develop the practical elements of their project, the consultant will work to assist applicants in completing the application for the *Love My Neighbor!* grant. The consultant works to build the knowledge and skills of applicants by explaining and teaching them how to complete particular sections of the application.
 - a. **Preparation of the Budget:** A particular section of the application is the budget. The consultant will work with applicants to understand the fundamentals of budget preparation
- 3) **Storytelling:** For those applicants whose applications are accepted, they are asked to move to the 2nd round, the interview process. Each applicant will have only 15 minutes to share their story in an in-person interview with a committee of resident leaders. It is imperative then, that the consultant helps prepare residents to share their story in an authentic and effective way.
- 4) **Follow-up:** Since this effort is largely communities that have faced historical disinvestment, it is imperative that the consultant maintain strong and supportive relationships with applicants that they engage with. This requires follow up in the form of phone calls or in person to check in on their application status and provide the necessary assistance in completing their project.
- 5) **Lead Grantseeker Workshops in each Community:** Between the dates of January 24th – March 24th, applicants are eligible to apply for grants. It is during this time period that the TA provider must complete at least one Grantseeker workshops for their particular neighborhood(s). Note: Neighborhood Allies has already scheduled the Workshops in each neighborhood. TA Providers must be able to attend the TA session for the neighborhood they seek to offer TA.

225 Ross Street, Suite 202, Pittsburgh, PA 15219

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Budget:

Neighborhood Allies has allocated **\$2,000 per neighborhood**. Place based and minority-led organizations are strongly encouraged to apply. 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 work equal or greater than 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 experience and education required to do this project? Be sure not to evaluate bidders primarily on length of work experience for this category.
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 consultants. Submissions will be accepted until **Wednesday, January 25th at 5pm**.

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:

- The Neighborhood(s) of which the TA provider will offer training and assistance
- Proof of qualifications (resume, client recommendations, etc.)
- All staff/subcontractors that will likely be part of the development team
- Case studies and/or samples of work in technical assistance training and/or storytelling
- Budget breakdown (demonstration of how time/budget will be spent on various aspects of scope)

Proposals can be submitted via email to info@neighborhoodallies.org with "Technical Assistance Providers for Love My Neighbor!" in the subject line. Proposals can also be submitted by mail or in person to the following address: *Neighborhood Allies, 225 Ross Street, Suite 202, Pittsburgh, PA 15219 Attn: Shikha Jerath*. Following your submission, consultants that submit qualifying proposals will be interviewed during the time period January 26th – 27th. Final decisions will be made on/or before Friday, January 27th

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