



REQUEST FOR PROPOSAL (RFP)
GRANT WRITING SERVICES

THE PENGUIN PROJECT FOUNDATION
306 W. MORNINGSIDE DRIVE
PEORIA, IL 61614

APRIL 10, 2017

1. SUMMARY AND BACKGROUND

The Penguin Project is dedicated to empower children with special needs through theatre. The program provides opportunities for children with special needs to participate in the theatre arts, and thereby enhance their social skills, communication, and self-esteem. These “young artists with special needs” are supported by children without special needs, their “peer mentors”, who have volunteered to guide them through rehearsals and then join them on stage for the performances. The program began in Peoria, IL in 2004, but subsequently became a 501c3 nonprofit organization in 2006, The Penguin Project Foundation. Using The Penguin Project in Peoria as a model, The Foundation developed a comprehensive replication process, and the program has expanded to include 20 communities in 12 states.

The Penguin Project Foundation is currently in need of grant writing services in order to raise funds via grants and corporate sponsorships to fund activities related to additional replication projects. The Foundation’s goal is to raise a minimum of \$100,000 to fund at least eight additional replication sites through 2018.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various bidders, conduct a fair and extensive evaluation based on criteria listed herein, and select the bidder who best represents the direction The Penguin Project Foundation wishes to go.

Additional details about The Penguin Project and The Penguin Project Foundation can be found on its comprehensive website: www.penguinproject.org and on Face Book, The Penguin Project.

PROPOSAL GUIDELINES

Proposals will be accepted until midnight CST June 30, 2017. Any proposals received after this date and time may not be considered.

All costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the party being contracted.

All costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP.

2. PROJECT PURPOSE AND SCOPE

The purpose of this project is as follows:

To provide grant writing services in order to raise funds via grants and corporate sponsorships to fund activities related to replication projects.

Project Scope:

The Penguin Project Foundation is seeking expertise within the spectrum of grant writing services for four major deliverables:

1. Providing a list of potential grants with deadlines and RFP's in an electronic file for future use by The Penguin Project Foundation.
2. Providing a list of potential corporate sponsors/partners including specific contact person with email and phone information, information regarding the organization with a specific data set describing why they are a good match, and recommendations regarding how they should be approached.
3. Development of a grant resource kit: an electronic version of the aspects of The Penguin Project Foundation that can be used in all future grant endeavors. This should include, but not be limited to: overall budget, project budgets, mission statement(s), program description from various angles including arts and disabilities, and testimonials.
4. Writing grant and sponsorship proposals. This should include the number of grants/proposals to be written and the total amount of funding to be sought, including the cost for writing each.

3. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals for this RFP must be delivered no later than midnight CST June 30, 2017.

Evaluation of proposals will be conducted from July 1, 2017 until July 20, 2017. If additional information is needed from any bidders, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than August 1, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 10, 2017.

Notifications to bidders who were not selected will be completed by August 15, 2017.

Project Timeline:

Deliverables #1 & #2 must be completed by September 30, 2017.

Deliverable #3 must be completed by October 30, 2017.

Deliverable #4 will be completed on an as-needed basis.

4. BUDGET

All proposals must include proposed costs to complete the four deliverables described in the project scope individually. Costs should be stated as one-time or non-recurring costs. All costs and fees must be clearly described in each proposal.

5. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in providing grant writing services pertaining to this RFP
- Examples of five or more successful grant writing requests
- List of five references that could be contacted regarding grant writing services work

6. PROPOSAL EVALUATION CRITERIA

The Penguin Project Foundation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: Proposed deliverables must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidder will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidder will be evaluated on examples of their work pertaining to grant writing services as well as client references
- Value and cost: Bidder will be evaluated on the cost of their deliverables based on the work to be performed in accordance with the scope of this project

Each bidder must submit a copy of their proposal to either the mailing address (hard copy) or to the e-mail address (electronic copy), below, no later than midnight CST June 30, 2017:

Hard copy mailing address:

The Penguin Project Foundation
306 W. Morningside Drive
Peoria, IL 61614

Electronic copy e-mail address:

amm@penguinproject.org

For questions regarding this RFP, please contact Dr. Andrew Morgan at

amm@penguinproject.org