



REQUEST FOR QUALIFICATIONS

Professional Fund Raising

RFQ - COH# 030223

DUE - March 30, 2023

2:00 P.M. Eastern Standard Time

ISSUED BY:

**City of Hanahan - Purchasing Department
1255 Yeamans Hall Road, Hanahan, SC 29410**

**CITY OF HANAHAN
REQUEST FOR QUALIFICATIONS**

PROFESSIONAL FUND RAISING

1. INTRODUCTION

The City of Hanahan issues this Request For Qualifications (RFQ) for the purpose of pre-qualifying for Professional Fund Raising. Offerers submissions will be reviewed and those most qualified will be interviewed prior to final selection.

2. SUBMISSION DETAILS

Responses to this solicitation must be submitted in three copies and in a sealed envelope bearing the name of the firm or individual, and the address as well as the title of the RFQ. The City of Hanahan Purchasing Department must receive these responses no later than 2:00 P.M., March 30, 2023. Address your submittal to Purchasing, City of Hanahan, 1255 Yeamans Hall Road, Hanahan, SC 29410.

All submittals must be valid for Sixty Days (60) days from opening date. Submissions received after the specified time will be considered late and will be returned unopened.

The City of Hanahan reserves the right to reject any and all submittals or to waive any minor irregularities in the process. The City further reserves the right to seek new proposals for ‘Request for Qualifications’ when it is reasonably in the best interest of the City. Minority owned and operated businesses are encouraged to participate in the submission process.

All responses to this request will remain confidential, subject to the Freedom of Information and Privacy Act.

3. INQUIRIES

Katherine Farias, Purchasing Agent
City of Hanahan Purchasing Department
1255 Yeamans Hall Raod
Hanahan, SC 29410
kfarias@cityofhanahan.com
Phone (843) 576-5254

Inquiries on matters that affect the nature of this document will be conveyed in writing to all parties receiving this document.

4. RFQ REQUIREMENTS

Firms/individuals will submit RFQ documentation as outlined below and will be rated on technical abilities as well as their hourly rate schedule or FEE. Hourly rates schedule shall be valid for three (3) year from the date of notification of acceptance onto the City's shortlist, making allowances for annual cost of living increases/decreases for additional years of the contract. The City will maintain a list of the top rated or qualifying consultants on the shortlist per discipline. The City will re-qualify firms every three (3) years.

As Professional Funding Services are required for the City, the Purchasing Department on behalf of the Administrative Division of the city will negotiate fees from the shortlisted firms for projects to be awarded under this RFQ, outlining the scope of work and schedule restraints. The awarded Contractor will be required to submit proof of Insurance meeting all of the City requirements and bonding if required in the RFQ.

5. SUBMITTAL REQUIREMENTS

General

Maximum 1 page introductory letter including statement of order of preference:
See Scope of Services.

Relevant Company Experience

This section must include:

- A listing of recent relevant project experience related to providing **municipal type fund raising projects**.
- A description of the company's responsiveness to clients, its ability to complete its jobs on schedule and on budget, and its QA/QC practices.
- A description of the current personnel used to work on projects along with their current resumes.
- Project descriptions should include a summary of scope, location, ability to complete work in specified times, key personnel, and client contact.

6. CRITERIA FOR CONSULTANT SELECTION

All submittals received will be reviewed by the Selection Team based on the following criteria. Each evaluation criteria has been given points based on its relative value to the contract as a whole. The criteria and each associated points is as follows:

1. 30 points: The ability, capacity, skill, reputation, experience and responsiveness of the firm or individual(s) to perform the contract and provide the services required with experience in similar types of projects.
2. 20 points: Documentation of proven successful experience
3. 20 points Reference check
4. 10 points Familiarity with local area
5. 20 points Ability to respond quickly and thoroughly to requests and contract requirements.

Total Points - 100

Firms or individuals will be selected for oral interviews. An additional 30 points **may** be assigned to the interview process.

After the above activity has occurred, firms or individuals will be identified that will be best able to provide fundraising services to the City. Those firms/individuals and the City will enter into a standard City professional services agreement incorporating the terms and conditions of this RFQ document and the response of the successful firms/individuals. (Negotiation of Fees).

7. SCOPE OF SERVICES

- Develop a comprehensive communication plan and strategic fundraising campaign for the new Hawks Nest Park, Steward Street Park, and local community trail system;
- Develop gift tables and key messages for print materials to communicate campaign purpose;
- Develop fundraising appeals, naming opportunities, donor recognition system, gift agreements and thank you letters;
- Create a donor database and tracking system;
- Write and Design case for support with campaign logo and then featuring all Steward Street Park 6. Naming Opportunities;
- Create campaign letterheads, pledge cards, naming opportunity fact sheets, email templates, and social media tiles;
- Prioritize donors, requests, and establish follow up procedures;
- Design donor walls, donor signage, and donor gifts;
- Design and execute donor celebration events, such as groundbreaking, grand opening and VIP luncheon; and
- Create website and media content.

PROPOSERS CERTIFICATION

I have carefully examined the Request for Expressions of Interest, Scope of Services Background, and any other documents accompanying or made a part of this RFQ.

I hereby propose to furnish the goods or services specified in the Request. I agree that my proposal will remain firm for a period of up to sixty (60) days in order to allow the City adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of the City of Hanahan or any other Contractor's is interested in said proposal, and that the undersigned executed this Contractor's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

BY:

Sworn to and subscribed before me
this _____ day of
_____, 2023

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

Notary Public

MAILING ADDRESS

State of _____

CITY, STATE, ZIP CODE

My Commission Expires: _____

() _____
TELEPHONE NUMBER