

LA n Sync – Technical Assistance Directory Refresh

Request for Information

I. Preface

LA n Sync was established in 2013 to maximize local, state, and federal support for place-based funding strategies to improve the well-being of Los Angeles County residents. LA n Sync is led by the California Community Foundation (CCF) and funded by a [coalition of funders](#) committed to strengthening and expanding services in LA County.

Considerable state and federal investments have resulted in new and expanded grant funding as well as significant allocations to LA County. Much of this funding is intended to support community-based organizations and small municipalities working directly with communities most impacted by the pandemic. LA n Sync plays a key role in helping these entities build the necessary capacity to administer and manage public funding, while providing direct support for grant-seeking and application development efforts.

In instances where municipalities and/or community-based organizations opt to pursue public funding opportunities, we often refer to our existing [Grant Writer's Directory](#) to identify pre-vetted, expert grant writers and technical assistance providers that prospective applicants can utilize.

II. Project Description

LA n Sync is accepting proposals to refresh its existing Grant Writer's directory, which can be found online at: <https://lansync.org/resources/expert-grant-writers/>. The selected vendor or consultant will work in partnership with LA n Sync to establish a recruitment and vetting process to select top-quality grant development professionals who can provide support and expertise to organizations that are pursuing public funds.

A top priority to be achieved for this refreshed LA n Sync Grant Writers directory is that featured grant development professionals will have professional and/or lived experience that lends itself toward crafting equity-centered narratives and program designs on behalf of the nonprofits clients they work with.

III. Key Deliverables

Submit a proposal for an update of the Grant Developers Directory that includes:

1. A workplan to update the Grant Developers Directory including:
 - a. Rubric/selection criteria that ensures grant developer's ability to understand and implement Equity into their practice
 - b. Language that demonstrates vendor's ability to understand and implement Equity into their practice
 - c. Outreach to seasoned, BIPOC-led and BIPOC-serving nonprofits to gather their feedback and referrals on what they value in a grant-writer and who they've worked with (if applicable) that aligns with those preferences
 - d. Outreach to previous recipients of grant-writing support via LA n Sync to gather objective feedback on currently featured grant development professionals
2. Update the Public Notice: Call for Grant Developers, see attachment A, as necessary;
3. Conduct outreach to recruit a diverse pool of grant developers that meet LA n Sync's Grant Developer's qualifications;
4. Oversee the application and interview process; and
5. Deliver an orientation/training for the selected Grant Developer's.

IV. RFP Timeline Overview

Date	Description
April 28, 2023	RFP proposals due
May 12, 2023	Vendor selected
May 26, 2023	Public Notice issued: Call for Grant Development Professionals
June 12, 2023	Deadline for Grant Development Professionals to submit applications
June 15 – 26, 2023	Interview period
June 29 – July 9, 2023	Orientation/training period
July 30, 2023	Updated directory posted to website

V. Eligible Organizations

Eligible applicants include private and not-for-profit organizations that specialize in nonprofit recruitment and DEI evaluation. Extensive expertise in understanding the needs and unique challenges facing grassroots organizations will be required to execute a successful contract.

CCF will not award contracts to or consent to subcontractors with bidders, contractors, or affiliates that appear on any disqualified, suspended, or debarment list issued by any agency of the federal, state, or local government.

Eligible applicants must also comply with all Conflict-of-Interest requirements (forms to be completed).

VI. Proposal Submission

Proposals submitted in response to this RFP will be due in accordance with the following dates: All proposals must be received by electronic delivery no later than **5:00 PM (Pacific Time), April 28, 2023, at LANsync@calfund.org**.

Proposal amendments and/or addendum submitted to CCF after the proposal deadline will be returned without review. However, CCF reserves the right to request clarification of unclear or ambiguous statements made in proposals.

Budget

Please include a line-item budget and narrative. The budget must include stipends for the selected grant developers for their participation in the orientation/training.