

**Westside Justice Center  
Request for Proposals  
Resource Development Consulting Services**

**Contract period:** September 10, 2022 - June 30, 2023  
**Posting Date:** August 5, 2022  
**Proposals Due:** 5:00pm CST, September 2, 2022  
**Submission:** [admin@westsidejustice.org](mailto:admin@westsidejustice.org)  
**Decisions Notices:** Proposers will be informed of acceptance or rejection by email

**Background**

The Westside Justice Center is a community-centered organization that promotes a holistic approach to justice by: 1) Facilitating legal literacy to reduce recidivism; 2) Providing legal and quasi- legal assistance to individuals; and 3) Establishing and nurturing community trust through participatory deliberations and restorative justice practices, to collaboratively mitigate the consequences of incarceration on criminalized communities.

**Description of RFP:**

This Request for Proposals (“RFP”) is being issued by the Westside Justice Center (WJC). The purpose of this notice is to solicit qualifications from an individual or a firm to provide services. Contracts will be executed on an annual basis, and will be renewed for a period of up to three (3) years.

The Westside Justice Center (WJC) seeks to execute one contract with an individual or firm to provide the following services:

1. Develop and execute WJC’s annual strategic development plan;
2. Secure financial support from individuals, foundations, government sources, and corporations;
3. Develop and maintain ongoing relationships with key stakeholders;
4. Create and execute a strategy for a large sustained base of annual individual donors;
5. Develop and track proposals and reports for all institutional funders, including government, foundations and corporate.

WJC will competitively select proposers that have proposed Resource Development services. Proposers must have a clear framework for delivering services and accomplishing performance goals and measures. Proposers must provide a detailed description of their qualifications; how they plan to accomplish outcomes; their project design; their organizational, administrative, and fiscal capacity; and their past performance and programmatic capability.

The closing date for responses is September 2, 2022. All responses must be received by [admin@westsidejustice.org](mailto:admin@westsidejustice.org) no later than 5:00 p.m. Central Standard Time.

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### **Proposals Requirements:**

To be considered, proposers must submit the following documents:

- Cover page including:
  - Proposer's name
  - Proposer's Legal Form
  - Federal Employee Identification Number
  - Project Lead: Name, title, address, phone, and email
  - Proposal contact: Name, title, address, phone, and email
  - Amount requested
- Program Narrative addressing the following (word limit 500):
  - Describe the specific activities you are proposing
  - Outline qualifications and experience for providing proposed activities
  - Provide the outcomes for the contract period (September 10, 2022 – June 30, 2023)
- Attachments
  - Proposed contract budget
  - Most recent 990 (if applicable)
  - W9
  - Resumes for lead staff, demonstrating qualifications
  - Professional Liability Insurance
  - Conflict of Interest Statement: Proposer shall disclose any professional or personal financial interests that may be a conflict of interest in representing WJC.

Completed proposals must be submitted to [admin@westsidejustice.org](mailto:admin@westsidejustice.org) by 5pm on September 2, 2022. Proposers will be notified of the decisions by email.

### **Instructions to Proposers:**

1. **Clarifications:** Questions regarding this RFP must be submitted in writing to the [admin@westsidejustice.org](mailto:admin@westsidejustice.org).
2. **Interpretation of RFP:** Interpretation of the wording of this document shall be the responsibility of WJC and that interpretation shall be final.
3. **MBE/WBE Participation Goals:** In an effort to continue to promote and expand the participation of certified MBE/WBE firms, the proposer shall make good faith efforts to utilize MBE/WBE certified firms as sub-Proposers. If M/WBE firms are utilized for this program, the proposer shall state the name(s) of the minority and women sub- Proposer(s) and the level of participation proposed for each firm to be awarded a subcontract.
4. **WJC Rights:** WJC reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the Proposer, to accept any item in the offer. WJC also reserves the right to accept or reject all or part of your Proposal, in any combination that is economically and programmatically advantageous to WJC.

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5. **Service Agreement:** Final terms of service provision, including duties and responsibilities of Contractors and WJC, Term of Performance, Compensation, Dispute Resolution, Events of Default, Remedies, Termination, Suspension and Right to Offset, Notifications, and any other Specific Conditions, shall be governed by a Service Agreement.
  6. The contract is binding with WJC and the successful Proposer, their successors and assigns that neither WJC nor the successful Proposer will assign or transfer its interest in this contract without written consent of the other.
  7. Termination shall be without cause. Either party may terminate the contract by giving written notice to the other party.
  8. The successful Proposer is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect WJC against such liability.