

**Request for Proposals (RFP)**  
**for Fiscal Sponsorship**  
**to**  
**Unidos Contra la Diabetes**



RFP Released June 3, 2020

**Request for Proposals #01-RFP-2020**

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## 1. Summary of Request for Proposals

Unidos Contra la Diabetes is requesting proposals from local, regional or state organizations interested in serving as fiscal sponsor for the Unidos Contra la Diabetes (UCD) collective impact project for a term not to exceed 2 years, with an option to renew. The term “Respondent” as used herein, will serve as the term to refer to an organization proposing to provide the service of fiscal sponsorship to UCD under an agreement to be negotiated resulting from this RFP. An electronic version of this RFP can be downloaded on June 3, 2020 at <https://www.ucdrgv.org/rfp>. Each Proposal for fiscal sponsorship received will be evaluated on the criteria described in Section 5.

UCD is hosting a pre-proposal webinar for prospective fiscal sponsors on June 3, 3:00 p.m. CST. The webinar will provide the opportunity for respondents to learn more about UCD and the services requested through this RFP. Proposal submission links and forms will also be reviewed during the webinar. Interested respondents must register for the webinar at <https://www.ucdrgv.org/rfp> in order to receive the webinar log in credentials.

Questions related to this RFP must be submitted in writing on or before the due date specified in the respondent selection schedule, Section 2 below. Beginning June 3, 2020, all questions regarding this RFP must be submitted in writing to <https://www.ucdrgv.org/rfp>. Responses to questions will be published to respondents according to the selection schedule outlined in Section 2 of this RFP. UCD reserves the right to decline to respond to any questions. The release of this RFP does not obligate UCD to make an award and UCD reserves the right to cancel this RFP at any time.

## 2. Respondent Selection Schedule

Publish RFP, including links to forms and application – June 3, 2020

Webinar for RFP Respondents – June 3, 2020, 3:00 p.m. CST

Deadline for written questions – June 24, 2020

Proposals for Fiscal Sponsorship due – July 10, 2020

Final Selection of Fiscal Sponsor – July, 29, 2020

### **3. Method of Submission**

Proposals must be submitted through <https://www.ucdrgv.org/rfp>. between June 3, 2020 and not later than July 10, 2020, as defined below.

***The Proposal is due no later than July 10, 2020 by 11:59 p.m. CST.*** Any submissions that are received following this date and time will not be considered. Once released, for purposes of this RFP, questions will only be received in writing, as specified in Section 1. Please refrain from contacting UCD staff or UCD members regarding this RFP.

### **4. Background**

Unidos Contra la Diabetes (UCD), translated as United Against Diabetes, was established in 2015 as a collaborative partnership to prevent diabetes in the Rio Grande Valley of Texas. In 2015 the UCD Steering Committee selected a partnership between two local organizations to serve as UCD's Backbone Organizations. For more information about the charge of UCD or its structure the UCD Common Agenda and Bylaws can be found at <https://www.ucdrgv.org>. In 2016, UCD's initial grant funding was provided to these two entities to employ UCD's Backbone staff and to start up UCD. Three local and or regional foundations currently fund these two local organizations, who maintained a shared role of supporting UCD as backbone organizations and effectively providing fiscal sponsorship. In 2019, UCD, together with Lee+ Associates, conducted an assessment of conditions contributing to the long term sustainability of UCD resulting in several recommendations. A key resulting recommendation was to reconfigure the current Backbone Organization support to that of a single Fiscal Sponsor for UCD. This RFP seeks to secure proposals for local, regional and or state organizations who are interested in serving as the fiscal sponsor for UCD for a period of two years, with an option to renew. The roles of the single fiscal sponsor UCD is seeking are defined in sections 5 and 6, herein.

UCD's governing body is the UCD Steering Committee. The Steering Committee is comprised of cross-sector leaders from the community who have been selected to serve. Details regarding the Steering Committee and its purpose can be found in UCD's Bylaws. In summary the Steering Committee provides a broad collective perspective and is designed to guide the effort of regional diabetes prevention in achieving systems change. For the purposes of this RFP the UCD Steering Committee has designated a Fiscal Sponsorship Subcommittee who is overseeing this RFP, evaluation and selection process.

### **5. Proposals for Fiscal Sponsorship**

Respondents submitting proposals must demonstrate the capacity to serve as fiscal sponsor by demonstrating that their organization:

- a. Has proof of Nonprofit incorporation and shows alignment with UCD's mission.
- b. Fulfills and complies with all legal, tax and regulatory requirements as described by the applicable IRS Code for the organization's specific charitable and or nonprofit designations.

- c. Demonstrates fiscal integrity. Showing the capability to manage all funds, assets and other resources under its control with a high degree of responsibility, integrity, transparency and accountability.
- d. Demonstrates administrative and operational integrity. The fiscal sponsor manages all administrative duties and responsibilities professionally and with a high degree of integrity and accountability.
- e. Maintains commitment to its public interest mission that aligns with UCD. In addition to programmatic work, the fiscal sponsor pursues its public interest mission through the projects it sponsors and commits to timely and effective communication with project leaders, donors, grant makers, and funding agencies in ways that supplement the project leader's communications. As possible and appropriate, makes available training, counsel and technical assistance relevant to the pursuit of project success. Provides periodic assessment and evaluative feedback.
- f. Has a Board of Directors which governs ethically, avoids conflicts of interest, and effectively carries out its legal, fiduciary and policy making responsibilities.
- g. Has key personnel who is qualified to support UCD as fiscal sponsor. At minimum, CEO, CFO, HR Designee or any named position that will provide direct support to the project.
- h. Provide standard fiscal sponsorship fees or your organization's approved indirect rate.

## **6. Fiscal Sponsorship Services Requested:**

Financial management, administration and accounting: Manages all assets for UCD and provides full accounting and financial services, including assistance with budget preparation and cash flow management, monthly financial statements, financial reporting and analysis, and accounts payable. Will also provide necessary audits, tax preparation, donation receipts as required by IRS, payroll tax remittance, and ensure compliance with all federal, state, and local tax laws and regulations. Provision of general liability, directors and officer's liability, workers' compensation and employee practices, and other insurance coverage that protect employees.

Grants and contracts administration: Provides services related to grant development, oversight and reporting as it relates to serving as a fiscal sponsor to UCD. Including administrative, contractual and programmatic reporting.

Human Resources and payroll: Serves as the employer of record for UCD and provides relevant human resource policy oversight for code of conduct, conflict of interest, employee recruiting, selection, hiring, payroll, performance management and review systems, dispute resolution. The fiscal sponsor will also provide employee benefits, including but not limited to; paid leave, health, dental, vision, life, and retirement. The fiscal sponsor provides various insurance

policies, such as general liability, directors and officers liability, workers compensation and other coverage that protects employees.

Administrative fees: The proposal will include the respondent’s proposed fee structure. Describe and list fees or costs for additional insurance or other services requested by the sponsored project.

Sponsor agreement: At time of selection fiscal sponsors will develop and sign, together with UCD, a fiscal sponsorship agreement that includes policies related to disposition of assets and maintenance of physical and intellectual property. Policies related to project termination and separation.

*Additionally, though not required, the selected fiscal sponsor may provide the following services:*

Support for fundraising activities: UCD’s Fiscal Sponsor will be required to accept and process donor contributions to UCD, in addition to this function please describe any additional supporting services related to fundraising events or activities.

Information technology: Please list any information technology services that will be made available to the project and if there are additional fees associated.

## 7. Fiscal Sponsor Evaluation Criteria and Selection

Fiscal Sponsorship selection will be evaluated based upon the following criteria:

Criteria	Possible Points
Overall Qualifications and Demonstrated Effectiveness	45
- <i>Demonstration of fiscal integrity (10 points)</i>	
- <i>Demonstration of administrative and operational integrity (10 points)</i>	
- <i>Alignment with mission and organizational resources and commitment (8 points)</i>	
- <i>Fiscal sponsor’s Board of Directors, governance, and avoidance of conflict of interest (10 points)</i>	
- <i>Qualifications of key personnel proposed as project support (7 points)</i>	
Overall proposed of fiscal sponsorship services	40
Proposed fees	15
Total	100 points

UCD evaluators will review proposals submitted against the above criteria and make recommendations to the UCD Steering Committee for final selection according to the timeline outlined in Section 2. UCD will notify all respondents of selection or non-selection there after.

UCD reserves the right to conduct additional interviews or verification associated with this selection.

## **8. Links and Forms**

All RFP Materials may be located at <https://www.ucdrgv.org/rfp>.

This UCD RFP webpage includes links to three forms related to proposal submission, according to the deadlines referenced in Section 1-3, above. The three forms are:

Respondent Registration - Submit to receive notice of any RFP related communication and to register for the RFP Webinar.

Respondent Questions - Submit written questions regarding this RFP here.

Respondent Response to the RFP - Submit respondent proposal here to be considered and evaluated as UCD's Fiscal Sponsor.

### Past Performance Reference Sheet

Please provide three references from former grantors or business relationships.

	Organization	Contact Person	Telephone Number	Email Address	Grant or Contract Amount
1					
2					
3					