



RFP for Development/Sponsorship Coordinator for Little Italy Association Events and Capital Improvement Projects

(Deadline to 1/27/2017 at 5:00pm)

I) OVERVIEW

This Request for Proposal (RFP) is issued by Little Italy Association of San Diego (hereinafter referred to as "LIA"). The purpose of this RFP is to establish a contract with a qualified development/sponsorship coordinator to solicit the multi-faceted and ongoing fundraising campaigns for the Little Italy Association events and capital improvement projects.

II) ORGANIZATION INFORMATION

The LIA is a non-profit 501(c)(3) corporation and the region's largest Italian neighborhood on the west coast. Since 1996, the LIA's focus has and is to preserve the rich history of San Diego's Little Italy through special events, public art and create/active public spaces. Our mission statement: *The LIA pledges to advocate on behalf of its members and residents in the areas of public safety, beautification, and economic development while preserving the unique cultural resources that exist in the Little Italy community.*

III) DESCRIPTION

The LIA is seeking a coordinator to develop, solicit and secure donations to fund Little Italy events and capital improvement projects. The LIA represents the property and business owners of the 48-square block district. The LIA over the next few years is looking to raise over \$3M for events and capital improvements. In order to do this, we are seeking the assistance of a professional coordinator, who is a strong leader that can work with the LIA Finance & Legacy Committees, the LIA staff and donors to secure funds.

The LIA envisions the coordinator using existing publications to secure donors and work with the LIA staff to create new materials for event & capital improvement projects. Understanding the goals are substantial, the LIA is open to an incentive program on a sliding scale for secured sponsorships.

IV) REQUEST FOR PROPOSAL PROCESS

This RFP represents the opportunity to be involved in the fundraising and development of one of San Diego's most prestigious neighborhoods.

The contract is not full-time, however it will last over a period of 11-months. The LIA will negotiate a contractual agreement with the selected consultant. By responding to the RFP the applicant understands that they will be fully responsible for meeting the requirements of the RFP and will ask and execute the necessary tasks to make sure that the event is successfully

LITTLE ITALY ASSOCIATION OF SAN DIEGO

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Facebook / Twitter / Instagram / Pinterest: LittleItalySD ▪ #LittleItalySD

completed. The LIA management reserves the right to accept or reject, in whole or in part, any and all submissions/responses to this RFP.

Note that the information in this RFP represents the vision of the LIA at this time, and is subject to change as the project moves forward.

Questions: Participants may ask questions about the RFP by sending them in writing via email to Christopher Gomez, District Manager for the LIA at chris@littleitalysd.com. Participants are asked NOT to contact any other staff or contractors involved with this LIA project.

Confidentiality: All submissions will be treated as confidential between the LIA and each participant. The LIA will not disclose their contents to other participants or the general public. The LIA reserves the right to discuss submissions with its Board, consultants and related parties.

Contractual status: The LIA is not bound to accept any RFP. Participants should be aware that no contractual relationship with the LIA will arise upon submission to the RFP. All submissions become the property of the LIA.

All applicants must submit the following information:

1. Company or consultant name;
2. Address, phone, fax, e-mail, web site;
3. List of references related to fundraising work;
4. Letters of support for fundraising efforts;
5. Short list of largest contributors to other events and capital projects you have successfully solicited funds for;
6. Experience in working with non-profit corporations;
7. Anticipated retainer fee or proposed commission based upon delivered sponsorship dollars;
8. Ideas on how to most successfully approach this fundraising effort for community wide events and capital improvement projects.
 - a. If coordinating other fundraising events in the San Diego area, please address any conflict of interest related to the other events.
 - b. Disclose any and all possible conflicts of interest or affiliations to the LIA Board, staff or community.

RFP SCHEDULE

Offerors must submit one (1) original hard copy of the proposal to:

Steven J. Galasso, President
Little Italy Association of San Diego
2210 Columbia Street
San Diego, CA 92101

Proposals must be received by the LIA at the location specified no later than 5:00 p.m., January 27, 2017. Proposals will not be publicly read at the opening.

No proposals will be accepted after that time. Responses received after the stated time will be returned unopened and will not be considered.

This schedule of events represents the LIA's best estimate of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days. The approximate RFP schedule is as follows:

RFP issued: January 2, 2017
Proposals due: January 27, 2017 by 5:00pm
Review of Proposals: February 3, 2017
Intent to Award Contract: February 7, 2017