



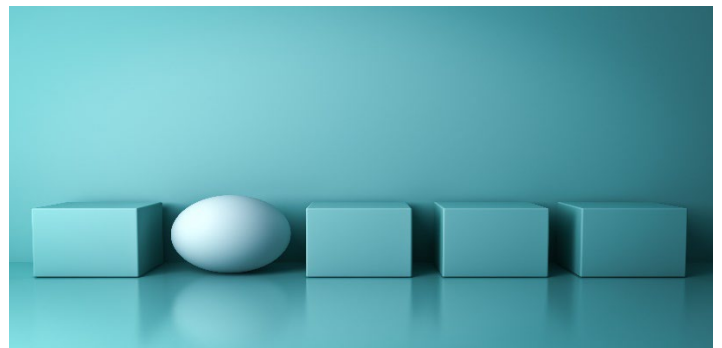
**CITY OF MERCED**

**Request for Proposals For  
Community Funding**

**FY 2024/2025**

Proposals Due:  
June 27, 2024 | 5:00 PM

**New Proposal  
Format Required.**



678 W. 18<sup>th</sup> Street, Merced, CA 95340 ♦ [www.cityofmerced.org](http://www.cityofmerced.org)

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## I. INTRODUCTION

The City of Merced is accepting proposals from non-profit organizations that are seeking monetary support for community and youth programming for fiscal year 2024/2025 (July 1, 2024 to June 30, 2025). The City Council will select and award eligible non-profit organization(s) a one-time lump sum amount to implement a proposal during fiscal year 2024/2025. Available funding for fiscal year 2024/2025 is \$50,000. City Council Budget Subcommittee will determine award amounts for each successful applicant.

**This Request for Proposal has a required change to the format in which proposals are submitted (see attachments B through D). Please read the instructions carefully.**

A Request for Proposal (RFP) virtual kickoff meeting to discuss the changes in proposal format will take place on Tuesday, June 11, 2024 at 2:00 pm. Link to virtual meeting will be posted to the City of Merced's social media platforms no later than Monday, June 10, 2024.

**Proposals are due Thursday, June 27, 2024 by 5:00 pm. Postmarks will NOT be accepted.**

Please mail proposals to:

City of Merced  
Attn: Jennifer Flachman  
678 W. 18<sup>th</sup> Street,  
Merced, CA 95340.

## II. BACKGROUND & PURPOSE

The Merced City Council and City Manager are implementing an open competitive process for interested non-profit organizations seeking monetary support for community and youth programs. This process is crafted to align with City policies and best practices, ensuring fair and equitable access and transparency for all groups seeking funding from the City of Merced. An ad-hoc committee, consisting of members of the City Council, will review and score submitted proposals and make recommendations for Council's consideration. After Council's approval, the selected non-profit organizations will enter into a contractual agreement with the City of Merced. Funding will be on a reimbursement basis.

**Non-profit organizations must be based in the City of Merced and have a status equal to a 501(c)(3).**

### III. SCOPE OF SERVICES

When developing proposals in response to this RFP, applicants may propose programming for the general community, youth population, or senior citizens. Proposals may include development programs, sports and recreation, or new and innovative ways to enhance the quality of life in the City of Merced.

Desired service elements for City of Merced residents include:

- Target population enrichment
- Development of training programs
- Enhanced service delivery of current programs
- Community events



### IV. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

#### 1. INTRODUCTORY LETTER

The letter shall include:

- a) The non-profit organization's name, primary contact, mailing address, physical address, telephone number, and email address.
- b) The mission, goals, and objectives of the organization.
- c) Address an understanding of the requested service and any other pertinent information the proposer believes should be included.
- d) Provide the organization's experience, past, and current projects which have been completed within the past five (5) years. The project list should include a description of each project, date, location, cost of services, and, if possible, the signature of the individual authorized to legally bind the organization to the contract.

#### 2. INDIVIDUAL STAFF EXPERIENCE

- a) Provide a listing of key staff members assigned to the project, including background information demonstrating their capabilities and qualifications to perform the assigned tasks.

- b) For each staff member, provide current professional credentials/education, related experience, and years of experience with the organization.

### 3. PROPOSED PROJECT & SCOPE OF SERVICES

This section should include a clear description of the Applicant's proposed project and state the approaches and methodologies which the Applicant proposes to undertake to achieve a successful program outcome. Provide a Scope of Services using the Scope of Work / Work Plan worksheet (see Appendix B).

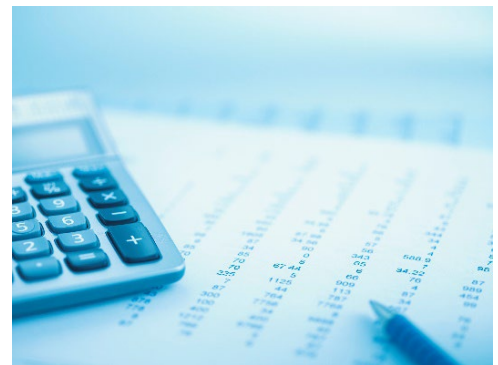
The Scope of Services shall include:

- a) The goal Applicant would like to achieve.
- b) Each task Applicant will perform to achieve the goal.
- c) Provide a timeline in which the tasks and the goal will be accomplished.
- d) Describe the outputs of each goal.
- e) Describe the outcomes of each goal.
- f) List the evaluation methodology that will be used to determine the success of the Applicant's outputs and outcomes.

City Manager staff recommends choosing only one goal to ensure the Applicant can successfully accomplish their project priority within the fiscal year timeline.

### 4. PROGRAM BUDGET

Proposals shall include the program's anticipated operating budget for the 12 months beginning July 1, 2024 through June 30, 2025. The budget shall contain line items/descriptions, including any in-kind funding, grant funding, other funding resources, and where City funding will be expended.



Please use the Program/Project Budget worksheet (see Appendix C).

Additionally, please submit an Organizational Operating Budget via the attached worksheet (attachment D).

5. REFERENCES

Provide a minimum of three (3) references. References should be from public sector entities, i.e., a school district, or a reputable and established organization in the City of Merced, such as local art organization. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that's entity's direction.

6. Non-Profit Designation and Locality

Applicant must include a copy of the Internal Revenue Service (IRS) non-profit designation letter.

## **V. APPLICATION REVIEW & SELECTION NOTIFICATION**

The following criteria will be considered in the application review process:

1. Organizational Capacity: Applicant is qualified to implement project and achieve stated objectives.
2. Project Plan: Project plan is clear with a realistic timeline. Project activities are well-defined and technically feasible and meets desired services.
3. Benefit the Needs of the Community/Youth/Senior Citizens: The proposed services target the overall need of the community, youth, or senior citizens in the City of Merced.
4. Financial Viability: Application demonstrates in-kind support or other sources of funding for the project, provides a detailed budget, and clearly states how City funding will support a successful outcome of the project.
5. Applicant's Experience: Applicant's experience in achieving proposed project goals.
6. Overall Quality: The overall quality of the response and conformance with RFP requirements for content.
7. Non-Profit Eligibility: Applicant must include documentation showing 501(c)(3) or equivalent status and the non-profit is based in the City of Merced.

An ad-hoc committee, consisting of no more than three members of the City Council, will review and score submitted proposals. The Committee will make recommendations for Council's consideration. Council will select applicants for community funding and an award

amount. The selected applicants will receive funding to execute their proposal through reimbursement with proper documentation.



To ensure fairness in the evaluating and scoring of proposals, all proposals **MUST** use the attached Scope of Work/Work Plan worksheet, Program/Project budget worksheet, and Organizational Budget worksheet.

**Proposals that do not include ALL THREE worksheets will be deemed unresponsive.**

## VI. NOTIFICATION

All applicants will be notified of Council's award decision within ten (10) days of the Council's action. The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities.

## VII. AWARD OF CONTRACT FOR SUCCESSFUL APPLICANTS

Upon approval of funding by the Council, the successful Applicant organization or entity will be required to enter a performance based contractual agreement with the City of Merced. Program activities must occur in fiscal year 2024/2025 (July 1, 2024, to June 30, 2025).

## VIII. SPECIAL MATTERS & REQUIREMENTS

1. Form and Execution of Contract: The form of contract is Attachment A.
2. Labor Code: The Applicant shall comply with Sections 3700 et seq. of Labor Code of the State of California, requiring every employer to be insured against liability for worker's compensation.
3. Insurance: The Applicant shall meet the insurance requirements in Section 9 of the contract, including liability insurance in the amount of \$1,000,000, naming the City of Merced as additional insured.
4. Eligibility: Organizations must be a nonprofit or non-governmental organization with recognized legal status equal to 501(c)(3) under the United States Internal Revenue Code.

5. Conflict of Interest: The Applicant must be aware of and comply with the conflict-of-interest rules included in the California Political Reform Act, and Section 1090 et. Seq. of the Government Code. The Political Reform Act requires City/Agency officers and committee members to file statements of interest and abide by a Conflict-of-Interest Code. Section 1090 limits or prohibits a public official from contracting with a body of which an official is a member. Section 1090 applies even where the officer only reviews the contract for the approving body.
6. Public Record: Responses to this RFP become the exclusive property of the City of Merced. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records, except for those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret", or "Proprietary". The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret", or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret", or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Merced may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret", or "Proprietary", the City shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.
7. Withdrawals of Proposals: The applicant may withdraw a proposal at any time before the expiration of time for submission of proposals as provided in the RFP by providing a written request (via email or mail) for withdrawal signed by, or on behalf of, the non-profit organization's person with legal binding authority.



## IX. QUESTIONS OR TECHNICAL ASSISTANCE

General assistance is available upon request through Thursday, June 20, 2024, by 5:00 pm. All questions and requests for technical assistance concerning the RFP for Community Funding are to be directed to the official contact person via email or mail only.



Email:

flachmanj@cityofmerced.org

Mail:








City of Merced

Attn: Jennifer Flachman,

Senior Management Analyst/PIO

678 W. 18<sup>th</sup> Street, Merced, CA 95340

## X. TIMELINE (Dates are subject to change)

Due Date	RFP Item
 6/6/2024	Advertisement of RFP for Community Funding
 6/11/24	RFP Virtual Kickoff Meeting Tuesday, June 11, 2024 at 2:00 pm
 6/20/2024	Questions / Technical Assistance regarding RFP due by 5:00 pm (PDT)
 6/27/2024	Proposal due by 5:00 pm (PDT)
 7/12/2024	Ad-hoc committee's evaluation of proposals and selection of applicants for Council's consideration
 7/15/2024	Council to consider ad-hoc committee's recommendation
 8/1/2024	Contract award and execution

ATTACHMENTS:

- A. Service Agreement
- B. Scope of Work / Work Plan worksheet
- C. Program / Project worksheet
- D. Organizational Budget Worksheet