



Request for Proposals Fiscal Sponsorship of the Global Emergency Response Coalition

I. Introduction

The Global Emergency Response Coalition is inviting organizations able to provide fiscal sponsorship services to submit a proposal to support the work of the Global Emergency Response Coalition. The Global Emergency Response Coalition (Coalition) is a lifesaving humanitarian alliance made up of eight of the world's largest U.S.-based international aid organizations, whose unified goal is to work collectively to deliver relief to millions of children and families in need. The ultimate aim is to respond to emergency, humanitarian situations more effectively and to respond to the crisis of the present and the future.

The Coalition aims to broaden awareness of and raises funds for disasters outside of the United States in order to save more lives and help communities recover more quickly. Working together we can shift the marketplace, inspire and activate donors and provide the American public and potential partners with an opportunity to support a broad array of response capacity. We can be more cost effective and coordinated while ensuring the “best-in-class” response and increased visibility and accountability.

II. Call for Proposals

Proposal specifications and minimum eligibility requirements for consideration can be found on pages 4-5 of this document.

We request all prospective vendors to submit proposals as defined in the Request for Proposal (RFP). Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content. Unless otherwise stated all proposals will remain valid for a period of 90 days after submission.

Any questions about this solicitation should be sent in writing to Gwen.Young@globalemergencyresponse.org by close of business (EST) on **April 9, 2019**. Proposals are due by close of business (EST) on **April 17, 2019**. A round of “best and finals” interviews and written questions and answers will be conducted between **April 22-30, 2019**.

III. **Context and Overview**

In July of 2017, eight of America’s largest NGOs joined in an unprecedented collective effort to increase impact on responding to famines in Africa and Yemen. The Coalition was formed in response to starvation threatening more than 20 million people in Nigeria, Yemen, South Sudan, Somalia and neighboring countries where there is severe hunger, including Niger, Uganda, Chad, Cameroon, Kenya and Ethiopia. The outcomes of this pilot demonstrated the potential of collaboration to raise awareness and resources for more effective humanitarian response. The Coalition is inviting proposals for the provision of fiscal sponsorship and donor coordination services for the start-up phase of this ambitious coalition.

The Coalition aims to raise awareness of and coordinate effective assistance for emergency humanitarian crises around the globe. The causes of these crises range from drought to ongoing violence to protracted political conflict, but the devastating consequences are the same: children and their families are struggling to survive.

The Coalition reflects the combined strength of eight well-respected and vetted NGOs (CARE, IMC, International Rescue Committee, Oxfam, Plan International, Mercy Corps, Save the Children, and World Vision) each of which bring different capabilities and technical capacities to the table. Working together we can shift the marketplace, provide the American public and potential partners with a viable alternative, and improve the field as whole to respond to crises of the future.

To get there, the Coalition needs a strong Fiscal Partner who can help us build a strong brand and relationships with donors, media and leading corporations and foundations. The Coalition needs a fiscal sponsor whose mission is aligned with emergency response to humanitarian crises globally and who can retain control, maintain records and manage joint appeals on behalf of the Coalition.

IV. **Deadlines**

Proposal submission deadline: April 17, 2019 by close of business Eastern Standard Time.

“Best and finals” interviews and questions by April 22-30, 2019.

Expected Announcement of selected fiscal sponsor: May 1, 2019.

V. **Governance**

The Coalition is managed by a Managing Director, a Management Committee with executive leads from each of the eight organizations, and the CEOs who make strategic decisions. The

Fiscal Sponsor will work directly with the Managing Director, and with the Management Committee on operational planning.

VI. Specific Requirements

The Coalition is seeking a host to serve as a fiscal sponsor for a program of work that will likely include:

A. Financial Management:

- Provide financial oversight of donations.
- Execute and manage donor fiscal requirements.
- Enter into legal agreement on behalf of the coalition
- Maintain monthly cash flow analysis and financial forecast; ad hoc financial reporting

B. Donor Relations:

- Satisfy the financial reporting and other fiscal and tax requirements of donors funding the initiative.
- Provide key tax correspondence to all donors.
- Maintaining donor database, lists and relationship management information.

C. Donor Activation

- Activation of private sector donors including workplace giving programs.

VII. Proposal Requirements

The following components must be included in your proposal.

1. Introduction: Provide a brief introduction describing your organization's experience in administering fiscal sponsorship services.

2. Mission and Goals (no more than 10 pages)

- a. How would the Coalition's mission and goals be uniquely advanced by partnering with you as a fiscal sponsor?
- b. How would you approach the key tasks laid out in the scope of work?
- c. What is your experience in the field of emergency or humanitarian relief if any?
- d. How has your organization created an organizational culture committed to gender justice and diversity, equity, and inclusion?

3. Experience with Funder Coalitions (no more than 3 pages)

- a. Describe experiences you have had developing the strategic and operational vision for a new funding Coalition. What is your experience working with funding Coalitions to advance their policy goals and/or culture change?

- b. What is your philosophy about working with funding partners to advance the goals of a Coalition project or pooled fund? How have you engaged funder partners in Coalition projects or pooled funds, particularly those with a dedicated staff person or consultant?
- c. What you're your understanding of and experience with participatory processes in donor Coalitions?

4. Rates and Fees: Recognizing that the ultimate funding level and breakdown would be determined after negotiation, in a clear format, provide information on your rate and fee structure. Include the following: a. Start-up costs b. Administrative overhead c. On-going staffing costs.

5. References: Provide at least two (2) contacts for whom you currently provide fiscal sponsorship services.

6. Proposed Staffing Structure: For the implementation of this initiative provide staffing structure and key staff brief bios including staff who would manage the relationship between the Coalition and your organization.

7. Board List: Provide a list of your organization's board of directors.

8. Non-discrimination policy: Include your organization's non-discrimination policy, including sexual harassment policy. Share how your organization reflects racial and gender diversity and equity in its own staff and board.

VIII. Minimum Eligibility Criteria:

1. Institutional Experience Required:

- a. Status as a 501(c)(3) under US tax law.
- b. Experience accepting funding from multiple donors and donors of various types (individual, corporations, foundations, large scale philanthropy etc).
- c. Experience managing a multi-donor fund.
- d. Experience coordinating members of a multi-donor fund.
- e. Familiarity with U.S. tax regulations and limitations on activities related to lobbying.
- f. Registration to fundraise in all 50 states.

2. Fiscal Sponsorship

- a. Responsible for all IRS compliance activities.
- b. Direct Gift processing, acknowledgement/thank you.
- c. Process all vendor payments.
- d. Ability to enter into legal agreements/contracts on behalf of the Coalition.

3. Private Sector Activation

- a. Existing relationships with private sector organizations and ability to engage partners in workplace giving campaigns.
- b. Ability to process workplace giving/employer matching gifts.

4. Database and List Management Capability
 - a. Database management inclusive of information on and activities of the constituents/donors.
 - b. Management of duplicates and list clean-up.
 - c. Ability to provide data analysis.
 - d. Exportable donor data.
 - e. Ability to process recurring donations.

Preferred:

Capacity to work on strategic fundraising planning including workplace giving.

Peer to Peer Fundraising

- a. Ability for donors to create their own campaign to support each GERC campaign.
- b. Ability to track donations back to each peer-to-peer campaign.

Celebrity engagement: existing celebrity relationships/partnerships.

Ability to host website and maintain website hosting agreement.

IX. Evaluation Criteria

1. Cost Reasonableness	
Bidder offers lowest true cost of services while upholding required services or Bidder's prices demonstrate an economically advantageous position for GERC.	35
2. Technical Approach	
This will evaluate the offeror's proposed methodology and work plan. In the methodology it includes the understanding of the scope of work.	40
3. References & Reputation and/or Expertise & Experience	
Past experience in relevant field and corporate capabilities	25
Total points possible	100

X. RFP Terms and Conditions

1. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in GERC' sole discretion exceptional circumstances which have caused the delay.

1. Acceptance of tenders

GERC may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that GERC so wishes. GERC is under no obligation to accept the lowest or any tender.

2. No reimbursement of quote expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

3. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to GERC' employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognize the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by GERC by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without GERC' prior written consent, for any purpose except that of tendering for business from GERC;
- not disclose the Confidential Information to third parties without GERC' prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to GERC;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify GERC immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

4. Award Procedure

GERC' Procurement Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one of them.

5. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.
- Neither the bidder nor any of their affiliates, are in violation of any Anti-Terrorism Law (as hereinafter defined) or engages in or conspires to engage in any transaction that evades or avoids, or has the purpose of evading or avoiding, or attempts to violate, any of the prohibitions set forth in any Anti-Terrorism Law. "Anti-Terrorism Laws" shall mean any laws relating to terrorism or money laundering, including: Executive Order No. 13224; the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001, Public Law 107-56, as the same has been, or may hereafter be, renewed, extended, amended or replaced; the applicable laws comprising or implementing the Bank Secrecy Act; and the applicable laws administered by the United States Treasury Department's Office of Foreign Asset Control (as any of the foregoing may from time to time be amended, renewed, extended, or replaced

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

6. Conflict of Interest

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of GERC which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.

- Whether or not there are any existing contacts between GERC and any other Save the Children entity, and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than GERC the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

7. Legal Status.

- a. Assurance that the Bidder is audited by an independent firm. Provide a copy of the most recent audit report.
- b. The Bidder must have an online platform to manage the account.
- c. Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms.