



December 5, 2019

Leadership Tech Valley Class of 2020  
Capital Region Chamber Foundation, Inc.  
5 Computer Drive South  
Albany, NY 12205-1608

**Subject:** Leadership Tech Valley Class of 2020 Project Request for Proposals (RFP)

The Leadership Tech Valley (LTV) Class of 2020 is requesting written proposals for projects that will have a substantial impact on the Capital Region. LTV, an initiative of the Capital Region Chamber, is a dynamic, interactive program that provides skill development and community immersion experiences that enable participants to grow personally and professionally as they explore issues and opportunities in the Capital Region. This year's class of 38 professionals will provide their time, monetary donations and expertise to provide a local entity with a one-time project to be completed within approximately three months. The Class of 2020 is soliciting proposals per the qualifications and requirements contained herein.

**Timeline:**

The project schedule is outlined as follows:

- RFP Submissions due: January 17, 2020 @ 5 p.m. EST
- Notification of Award: February 2020
- Target Project Completion Date: on or before May 22, 2020

**Inquiries:**

Please submit any questions pertaining to this RFP to [LTVClass2020@gmail.com](mailto:LTVClass2020@gmail.com). Responses will be generated as questions are received, and all questions and answers will be posted on the Leadership Tech Valley webpage ([https:// capitalregionchamber.com/ltv-class-project](https://capitalregionchamber.com/ltv-class-project)). Please check this webpage first, as your question may have already been addressed.

**Qualifications & Requirements:**

- All proposals must contain the required attachments listed below.
- The proposed project must be located within the Capital Region or surrounding areas and have a far-reaching, long-term impact on a large population. The project should provide a meaningful impact to the organization for years to come. The proposal should include information outlining this requirement as well as the approximate reach it will have within the community.
- Proposals should address one or both of the following areas:
  - 1) Mental Health Supports and Services
  - 2) Housing Supports and Services and/or Homelessness
- Proposals should include an itemized estimated budget.



- Proposals should include estimated person-hours required to meet the project timeline.
- The applicant must be non-partisan, apolitical, and not solely religious in nature.
- The applicant must **not** have been selected for an LTV class project within the past eight years.
- Organization must be designated as a 501(c)3.

**Evaluation Criteria:**

Proposals will be reviewed and decided upon by the LTV Class of 2020 using the attached rubric.

**Proposal Response Instructions:**

Proposals must be emailed to LTVClass2020@gmail.com by 5 p.m. on Friday, January 17, 2020.

**No hard copies or faxes will be accepted. Please type all submissions.**

Proposals must be submitted in one email with the following attachments:

- 1) Proposal Cover Form
- 2) Proposal Application
- 3) 501(c)3 Letter of Determination
- 4) Additional Documentation as needed

**Project Selection:**

Proposals that do not satisfy the deadline requirements will not be considered. The LTV Class of 2020 reserves the right to postpone the notification of award. The selected organization will be notified verbally, followed by written confirmation. Entities whose proposals are not selected will be notified in writing in February 2020.

Thank you and best regards,

The Leadership Tech Valley Class of 2020



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**PROPOSAL COVER FORM**

Organization Name:

Address:

City: State: Zip:

Main Contact Name & Title:

Main Contact Phone:

Main Contact Email:

Organization Website:

1) Is the organization a designated 501(c)3? Yes ☐ No ☐

2) Is the organization a member of the Capital Region Chamber of Commerce? Yes ☐ No ☐

3) Is the organization non-partisan, apolitical, and not solely religious in nature? Yes ☐ No ☐

4) Project Title:

5) Has the organization submitted this proposal to Leadership Tech Valley in previous years?

Yes ☐ No ☐ If yes, how many times? \_\_\_\_\_

6) Please describe your target population for this project:

7) Please describe the geographic area to be served by this project:



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**PROPOSAL COVER FORM**

8) Is this project currently being funded by any other source?

Yes ☐ No ☐

If yes, by whom, and what portion of the project are they funding:

9) Who will be the project point person for the organization? *\*This person must be accessible to LTV members during the entire project.*



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**PROPOSAL APPLICATION**

1. Provide the history, mission, and population served by the organization:

2. Provide a summary of the proposed project, including how it will address Mental Health and/or Housing/Homelessness needs within the Capital Region:



3. Provide information on how this project's success will be measured:

4. Provide a timeline for the proposed project, including estimated LTV volunteer hours needed per step:



5. Describe how the project will be sustained after the first year:

6. Provide a proposed itemized budget, if applicable, including equipment, supplies, labor, in-kind funds, etc. (This information can be submitted as a separate attachment.)

7. Please remember to provide the following documentation/information;

- A) 501(c)3 Letter of Determination
- B) Annual Report
- C) Organization's Budget
- D) Current listing of Board of Directors

\*If additional space is needed for any question, additional sheets may be attached. Please clearly state which question is being answered.