



January 10, 2022

Leadership Tech Valley Class of 2022 Capital
Region Chamber Foundation, Inc.
5 Computer Drive South
Albany, NY 12205-1608

Subject: Leadership Tech Valley Class of 2022 Project Request for Proposals (RFP)

The Leadership Tech Valley (LTV) Class of 2022 is requesting written proposals for projects that will have substantial impact on the Capital Region in the areas of children and youth or poverty and homelessness. 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 professionals will provide their time, monetary donations, and expertise to support a local entity with a one-time project to be completed within approximately three months. The Class of 2022 is soliciting proposals per the qualifications and requirements contained herein.

Timeline:

The project schedule is outlined as follows:

- RFP Submissions due: February 4, 2022 at 5 pm EST
- Notification of Award: Close of Business on February 23, 2022
- Target Project Completion Date: on or before May 28, 2022

Qualifications & Requirements

- All proposals must contain the required attachments listed below.
- Proposals should address one or both of the following areas:
 1. Children and youth
 2. Poverty and homelessness
- The proposed project must be located within the Capital Region (Albany, Saratoga, Schenectady, or Rensselaer county), and have a substantial, long-term impact on the target population(s). The project should provide a meaningful benefit 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 include an itemized estimated budget.
- Proposals should include estimated person-hours required to meet the project timeline.
- Proposals should not include projects requiring new, large-scale construction.
- The applicant organization must be non-partisan, apolitical, and not solely religious in nature.



- The applicant organization must **not** have been selected for an LTV class project within the past eight years.
- The applicant organization must be designated as 501(c)3 and a Capital Region Chamber member.

Evaluation Criteria:

Proposals will be reviewed and decided upon by members of the LTV Class of 2022.

Proposal Response Instructions

Proposals must be emailed as a PDF to LTVClass2022@gmail.com by 5 pm EST on Friday, February 4, 2022.

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

Inquiries

Please submit any questions pertaining to this RFP to LTVClass2022@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>). **Before submitting questions, please check this webpage first, as your question may have already been addressed.**

Project Selection:

Proposals that do not satisfy the deadline requirements will not be considered. The LTV Class of 2022 reserves the right to postpone the notification of award. The selected organization will be notified verbally no later than 5pm on February 23, 2022, followed by written confirmation. Entities whose proposals are not selected will be notified in writing no later than 5pm on February 25, 2022.

Thank you and best regards,

The Leadership Tech Valley Class of 2022

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

9) Is this project currently being funded by any other source? Yes No

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

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



LTV Class of 2022
Request for Proposals

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 one or both of the following areas; children and youth **and/or** poverty and homelessness 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. **Please note: Project MUST be completed on or before Friday, May 28, 2022.*

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

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