

Thursday, November 30, 2023 at 10:00 a.m.
Minutes - Veterans Service Foundation Board Meeting
Atlanta, Georgia

Present Mr. Joe Higgins, Chair
 Mr. David Goode, Vice Chair
 Ms. Samantha Brown-Parks, Secretary
 Mr. Wyatt Batchelor, Treasurer
 Mr. John Phillips, Member
 Ms. Patricia Ross, Commissioner
 Mr. Mark Demers, Foundation CEO, Grants Implementation Manager, GDVS
 Ms. Shelly-Ann Simpson, Executive Director Field Operations & Appeals, GDVS
 Ms. Shareka Monday-Robinson, Director of Human Resources, GDVS
 Ms. Veda Brooks, Women Veterans & Diversity Coordinator, GDVS
 Ms. Irene Mackson, Business Support Analyst, GDVS
 Ms. Julie Hammond, Foundation CFO, Commissioner's Executive Assistant, GDVS

On Thursday, November 30, 2023, the Veterans Service Foundation Board meeting was held in person and by video/tele-conference.

Joe Higgins called the meeting to order at 10:00 a.m.

Ms. Brown-Parks made a motion to approve the October minutes. Mr. Goode seconded the motion. The motion passed.

FUNDRAISING CONSULTANT SEARCH:

The Request for Proposal document (see attached) was given a date of 31 January 2024 as the deadline for submissions. Ms. Brown-Parks made a motion to approve the outline as written with the new deadline. Mr. Phillips seconded the motion. The motion passed.

Mr. Goode questioned how we get the word out regarding the RFP. We will put it on the Foundation website, get the Department of Administrative Services to put it out, and use the Survey Monkey Apply program that GDVS has.

A selection committee will be chosen. Mr. Higgins suggested that Ms. Barnwell head the committee. We will take some time to find out who wants to be on the review committee.

Mr. Phillips asked about the timeframe for awarding the contract and the necessity of involving the AG's office. Commissioner Ross stated that the screening process will involve the guidance from the AG's office so the award could be immediate.

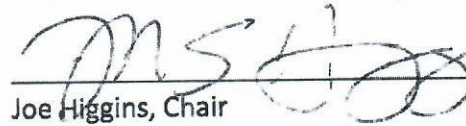
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NEW BUSINESS:

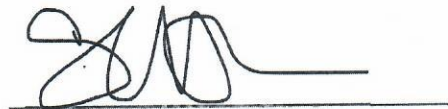
A special meeting was scheduled for February 29, 2024. This will be when the fundraising consultant search will be finalized.

The meeting was adjourned at approximately 10:14 a.m.

SIGNED:


Joe Higgins, Chair

ATTEST:


Samantha Brown-Parks, Secretary



Request for Proposals (RFP)
GVSF Housing Fundraising Campaign

XX January 2024

Name:

Address:

Phone:

E-Mail:

Agency POC: TBD

**RESPONSES MUST BE RECEIVED NO LATER THAN XX November 2023 at
6:00 PM**

The Agency reserves the right to reject any and all submissions or cancel this effort at any time if deemed in the best interest of the Georgia Veterans Service Foundation

1. GENERAL INFORMATION

A. INTRODUCTION

1. RFP Name and Number. Housing Fundraising Campaign GVSF 2024-0001

2. RFP Summary. The Georgia Veterans Service Foundation is requesting proposals from eligible applicants to implement a fully developed funding campaign to meet the #1 Priority of the GVSF to facilitate Housing-related challenges for veterans throughout the State of Georgia.

2. SCHEDULE

- RFP Released:
- Virtual RFP Conference:
- Letter of Intent Due:
- Deadline for Questions:
- Answers Released:
- Proposals Due:
- Start of Contract:

3. ELIBILITY

Eligibility. Public or non-profit organizations and municipalities are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. Applicants with long-standing, significant outstanding unresolved issues on current and/or prior year contracts with DOH or HUD may be removed from consideration for additional or future funding.

Minimum Qualifications of Proposers. To qualify for a contract award, a proposer must have a minimum of three (3) years of demonstrated experience with providing similar services raising funds for non-profit organizations.

4. DUE DATE

Proposal Due Date and Time. The Official Contact is the only authorized recipient of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time. Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

5. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

- Cover Sheet
- Executive Summary (not to exceed two pages)
- Main Proposal

- **Fundraising Timeline**
- **Attachments (clearly referenced to summary and main proposal where applicable)**

Cover Sheet

The Respondent must capture the following information:

1. RFP Name and Number:
2. Legal Business Name:
3. FEIN (not required for currently contracted providers/vendors):
4. Street Address:
5. Town/City/State/Zip:
6. Contact Person:
7. Title:
8. Phone Number:
9. E-Mail Address:
10. Authorized Official:
11. Title:

6. EVALUATION OF PROPOSALS

Evaluation Process. It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for procurements and fundraising and the State's Code of Ethics. Final funding allocation decisions will be determined during contract negotiation.

Evaluation Review Committee. A Review Committee will evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. *The Commissioner will approve the final selection.* Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

Minimum Submission Requirements. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.

Evaluation Criteria (and Weights). Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals.

Evaluation Criteria	Total Points
Organizational Capability	30
Demonstrated Experience	30
Program Approach	40
Total	100

7. SELECTION

Proposer Selection. Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to *the Commissioner or Agency Head*. The final selection of a successful proposer is at the discretion of *the Commissioner or Agency Head*. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by e-mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which *the Commissioner or Agency Head* considers there are not adequate respondents.