RFP: Feasibility Study
Advocates for Basic Legal Equality, Inc. (ABLE) and Legal Aid of Western Ohio, Inc. (LAWO) are issuing this Request for Proposal for an independent consulting firm to conduct a Feasibility Study. The study will assess the fundraising potential for ABLE’s 50th anniversary campaign, and a 20th year anniversary campaign for LAWO, in Northwest Ohio. ABLE will celebrate 50 years in 2019. Its partner, LAWO, will celebrate 20 years in 2019. The goals of this study are to:

- Develop a case for support
- Understand more about the giving inclination of key donors, prospects and community leaders
- Discover strategic investment options for donors and prospects to consider
- Aid in the interviewing and selection of campaign stakeholders
- Assess strengths and weaknesses of the fundraising campaign
- Identify strategies for addressing potential obstacles
- Gauge feasibility and sustainability of the campaign
- Deliver evaluation results
- Report recommendations for campaign development and timeline

We request written proposals that clearly identify the firm’s personnel qualifications and capabilities to achieve the goals of this study. Proposals also should address proposed approach, strategies, methods, pricing, and references.

Advocates for Basic Legal Equality, Inc. and Legal Aid of Western Ohio, Inc. are non-profit regional law firms that provide high quality legal assistance in civil matters to help eligible low-income individuals and groups in western Ohio achieve self-reliance, and equal justice and economic opportunity.

RFP Instructions to Firms
All firm communications must be directed to the RFP Coordinator listed below. Any oral communications will be considered unofficial and nonbinding to ABLE. Only written statements issued to the RFP Coordinator may be relied upon:

Carmen Vega-Perez, Executive Assistant
Advocates for Basic Legal Equality, Inc.
525 Jefferson Ave., Ste. 300
Toledo, Ohio 43604
cvega@ablelaw.org

RFP Schedule
- RFP Released: July 10, 2018
- Proposals due no later than 5:00 p.m. EST August 3, 2018
- Successful firm announced on or before September 1, 2018
Questions: Interested firms may contact the RFP Coordinator at the email address listed above with any questions concerning this RFP. All questions must be received prior to the response due date and time listed above.

Response Format: The proposal must be sent electronically via email in Microsoft Word or PDF format to the RFP Coordinator designated in this RFP. The email subject should be clearly marked “Feasibility Study Assessment RFP.”

Firms should allow enough electronic delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Firms assume the risk for any email delay problems. Late proposals will not be accepted and will be automatically disqualified from further consideration. ABLE assumes no responsibility for delays caused by a third party or communication device.

Costs of Preparing Responses: ABLE will not pay any costs associated with preparing proposals submitted in response to this RFP.

Responses Property of ABLE: All proposals, accompanying documentation, and other materials submitted in response to this RFP shall become the property of ABLE and will not be returned.

RFP Amendments/Cancellation/Reissue/Reopen: ABLE reserves the right to change the RFP Schedule or issue amendments to this RFP at any time. ABLE also reserves the right to cancel or reissue the RFP.

Minor Administrative Irregularities: ABLE reserves the right to waive minor administrative irregularities contained in any proposal.

No Obligation to Enter a Contract: The release of this RFP does not compel ABLE to enter into any contract. ABLE reserves the right to refrain from contracting with any firm that responds to this RFP. Exercise of this reserved right does not affect ABLE’s right to contract with any other firm. ABLE reserves the right to request an interview with any firm and/or a demonstration from any firm prior to entering a contract with that firm.

Multiple Contracts: ABLE reserves the right to enter contracts with more than one firm responding to this RFP.

Non-Endorsement: The selection of a firm pursuant to this RFP does not constitute an endorsement of the firm’s services. The firm agrees to make no reference to ABLE in any literature, promotional material, brochures, sales presentations, or the like without the express written consent of ABLE.

Contract Payment Limitations: Firms should anticipate payment at the end of the invoice period in which they provide services or after they submit any deliverable for which a payment is due.

RFP Evaluations: Evaluation of proposals submitted in response to this RFP may include consideration of past contract performance and contact with references beyond those listed in the firm’s proposal. As part of the evaluation process, firms may be asked to clarify specific points in their proposal.

Notification of Selection of Firms Not Selected: Firms whose proposals have not been selected for further negotiations or award will be notified via email.