



REQUEST FOR PROPOSALS — RESPONSE FORM

[Subject / Service Being Solicited]

Sheltering Arms

Issued

Proposal Due

[Insert date and time]

RFP Contact

[Insert contact name, email]

Confidentiality Notice

This RFP and any related materials provided by Sheltering Arms are confidential and are to be used solely for preparing a response. Proposers may not disclose information received through this process except as necessary to prepare a proposal, and only to personnel or advisors bound by appropriate confidentiality obligations.

Sheltering Arms Background

Sheltering Arms is a private, nonprofit early childhood and family services organization with more than 135 years of continuous service to children and families. We serve children from six weeks to five years of age and their families at 11 neighborhood centers across metro Atlanta. We want every child to enter school ready to learn and thrive. We do this by providing high-quality early childhood education, supporting and engaging families, investing in the professional development of teachers and staff and collaborating with community partners. Sheltering Arms offers nationally recognized early learning programs, including Head Start and Georgia PreK, and all of our centers meet the rigorous standards of the National Association for the Education of Young Children (NAEYC). Through a braided funding model that combines family tuition, government funding and philanthropic support, we are able to provide high-quality early education and comprehensive family services to children across a range of socioeconomic backgrounds.

Sheltering Arms is governed by a volunteer Board of Directors representing the academic, corporate, civic, government and philanthropic sectors.

RFP Purpose

To be completed by Sheltering Arms.

Describe the purpose of this RFP...

A Firm & Contact Information

Firm Name

Enter firm name

Primary Contact Name

Full name

Title

Job title

Email

name@firm.com

Phone

(555) 555-5555

Office Location(s)

City, State

Years in Business

0

Ownership Structure

e.g., partnership, LLC

B Proposal Response

1. Cover Letter & Independence Confirmation

Signed by an authorized partner or principal; confirm independence and ability to meet the proposed schedule.

Enter or paste cover letter summary...

2. Firm Profile

Size of relevant practice area and relevant professional memberships.

Describe your firm profile...

3. Relevant Experience

Experience serving organizations comparable to Sheltering Arms and relevant to the subject of this RFP.

Describe comparable experience...

4. Engagement Team Bios

Proposed engagement lead, key team members, and expected continuity plan.

List team members, roles, and bios...

5. Proposed Approach

Planning, risk assessment, use of technology, quality review, and communication protocols.

Describe your proposed approach...

6. Detailed Scope & Workplan

Specific plan format may be found in a separate attachment.

7. Independence & Conflict-of-Interest Disclosures

Any current or prior relationships with Sheltering Arms, its board, leadership, or related entities.

Disclose relationships or state none exist...

8. Client Responsibilities & Information Requests

Expected information-request lists, portal requirements, and deadlines.

Describe what you will need from Sheltering Arms...

9. Value-Added Services, Transition Support & First-Year Onboarding

Describe value-added services and transition plan...

10. Data Security & Confidentiality

Secure portal or file exchange process, access controls, encryption, and retention/destruction procedures.

Describe your data security practices...

11. Exceptions

Any exceptions to Sheltering Arms terms, insurance requirements, confidentiality provisions, or requested scope.

List any exceptions or state none...

12. Nonprofit Commitment & Community Engagement

Describe your organization's commitment to nonprofit organizations, community engagement, and corporate social responsibility.

Describe your organization's commitment...

13. Sponsorship & Partnership Interest

Would your organization be interested in exploring sponsorship or community partnership opportunities that support Sheltering Arms' mission?

Describe your interest in sponsorship or partnership opportunities...

c Minimum Qualifications — Self-Certification

- ☐ Firm is properly licensed and in good standing, authorized to provide the [subject] in the applicable jurisdiction(s).
- ☐ Firm has demonstrated experience providing the [subject] to nonprofit organizations comparable to Sheltering Arms.
- ☐ Firm has demonstrated experience with the specialized components of the [subject] and any applicable regulatory or compliance requirements.
- ☐ Firm holds a current quality assurance or peer review report with no unresolved significant deficiencies (or has explained any findings and corrective actions above).
- ☐ Firm can meet agreed deadlines and maintain team continuity throughout the engagement.
- ☐ Firm carries appropriate professional liability insurance and data security practices for handling confidential information.

D Fee Proposal Format

Provide fixed fees, hourly rates, reimbursable expenses, technology charges, expected annual increases, and any assumptions or exclusions.

Service Line	Year 1	Year 2	Year 3	Included Hours / Assumptions
[Subject]	\$	\$	\$	Assumptions
[Subject]	\$	\$	\$	Assumptions
[Subject]	\$	\$	\$	Assumptions
[Subject]	\$	\$	\$	Assumptions
Governance presentation / meetings	\$	\$	\$	Assumptions
Optional advisory services / hourly rates	\$	\$	\$	Assumptions
Estimated reimbursable expenses	\$	\$	\$	Assumptions
Total proposed annual fee	\$0.00	\$0.00	\$0.00	

Totals calculate automatically as you enter figures above.

E References

Provide references from clients comparable to Sheltering Arms, preferably including at least one engagement comparable to the subject of this RFP.

Reference 1

Organization name

Contact name & title

Phone

Email

Nature of comparable engagement

Reference 2

Organization name

Contact name & title

Phone	Email
Nature of comparable engagement	

Reference 3

Organization name	Contact name & title
Phone	Email
Nature of comparable engagement	

F Appendix A — Required Proposal Checklist

☐ Signed cover letter and independence confirmation
☐ Firm profile and nonprofit experience summary
☐ Engagement team biographies and roles
☐ [Subject] approach and timeline
☐ [Subject] approach and filing schedule
☐ [Subject] approach and relevant experience
☐ Peer review report and professional licensing confirmation
☐ Conflict-of-interest disclosures
☐ Detailed two-three year fee proposal by service line
☐ References from comparable clients

☐ Data security and confidentiality description

☐ Exceptions or requested contract changes

G Sheltering Arms Rights and Reservations

Reject any or all proposals, waive informalities, or cancel this RFP at any time.

Request clarifications, interviews, best-and-final offers, or revised fee proposals.

Negotiate scope, timing, fees, staffing, and contract terms with one or more proposers.

Accept the proposal deemed most advantageous to Sheltering Arms, which may not be the lowest-cost proposal.

Verify references, credentials, licenses, peer review results, and independence representations.

Make no commitment to award a contract until a final written agreement is executed.

H Authorized Signature

Signature

Type full name to sign

Date

mm/dd/yyyy



Printed Name

Full name

Title

Job title

Submit one electronic PDF copy of the completed proposal and/or related questions to the RFP Contact listed above.