



OPFNE Request for Proposals (RFP)

Issue Date: November 2017

The material in this document describes a funding opportunity provided by The Ohio Parkinson Foundation Northeast Region to support programs, services, research, development and equipment for the local Parkinson's Community. This RFP is not a commitment to fund all or any proposals received. Organizations, universities, facilities and individuals are encouraged to respond to this solicitation for proposals.

REQUEST FOR PROPOSALS

1. Summary

The Ohio Parkinson Foundation Northeast Region (OPFNE) is currently accepting proposals to develop and/or provide programs that will benefit people with Parkinson's disease living in Northeast Ohio. The scope of candidate programs for funding is broad and includes movement and fitness programs, equipment, research, development, facilities modifications and educational programs. Early stage or "seed" development programs are also supported when there is a likelihood that the funded program will lead to future funding from other sources or the funds provided by OPFNE can be leveraged such as through a match-funded program to provide even greater results for the Parkinson's community.

Proposed programs will be funded based on alignment with OPFNE goals, probability of providing tangible impact in the community and the availability of funds.

Note also that OPFNE is not obligated to any course of action as the result of this RFP. Issuance of this RFP does not constitute a commitment by OPFNE to award any contract. Also, OPFNE is not responsible for any costs incurred by any company or organization for their RFP response preparation or presentation. Information submitted in response to this RFP will become the property of OPFNE and will not be disclosed outside the OPFNE proposal review committee or OPFNE board members. Lastly, OPFNE reserves the right to modify this RFP at any time and the right to reject any and all responses to this RFP.

2. OPFNE Background

The Ohio Parkinson Foundation Northeast Region (OPFNE) is a 501 3(c) non-profit organization committed to improving the quality of life for those affected by Parkinson's Disease (PD). The foundation offers an annual, free, educational symposium (i.e. "Parkinson's Spring Symposium"), supports the efforts of many charitable organizations involved in the development of education and wellness programming for the Parkinson community, such as exercise and dance classes, and offers funding for PD related research. The foundation also maintains contact and general information for the Parkinson Support Groups in the 16 counties that it serves, and maintains a website with local and national PD resources (<http://ohparkinson.com/>).

OPFNE originated in 1997. Through the work of many dedicated men and women, both statewide and local, Parkinson Support Groups have continued to increase over the last 20 years. OPFNE is governed by a Board of Directors that manage the business of the organization in accordance with the "By-Laws of the Ohio Parkinson Foundation, Northeast Region".

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals for funding may be submitted at any time. Proposals submitted by the close of business (COB) at the end of each calendar quarter will be reviewed during the next calendar quarter. All proposals must be signed by an official agent or representative of the organization submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. Similarly, it must be noted if successful completion of the proposal is contingent on external resources or external funding not currently committed to the program.

All costs must be itemized to include an explanation of all fees and related liabilities. Contract terms and conditions will be established upon selection of the proposals recommended for funding.

It is anticipated that the project period will not exceed 1 year (12 months) with periodic update reporting required. Typical funds requested are expected to be up to \$5,000. Grant proposals requesting funds greater than \$5,000 will be considered based on their merit and funds available.

No sensitive or confidential information should be included in the proposal.

The proposal must consist of a title page containing the following information:

1. Project title
2. Project Description and Impact (plus additional comments for reviewers if desired)
3. Budget
4. Applicant information including requesting organization and contact information
5. Project time period

Optionally, proposers may use the proposal template available on the OPFNE website to assist in developing funding proposals.

The font style should be Arial or Times New Roman with a font size no smaller than 11. Left and right margins should be no smaller than 1 inch (1") and top and bottom margins should be no less than 1 ½ inches. There is no page limit.

4. Proposal Sections

Project Description & Purpose

The Project Description & Purpose section of the proposal should describe the overall project being proposed such as the work or development effort to be completed, services to be offered or equipment to be acquired. A description of the environment and need for the proposed activity should be included. The motivation for this activity to be performed should be clearly described along with evidence that the proposed program will be successful if funded.

Budget

All proposals must include a budget that outlines all costs and fees required to complete the tasks described in the project scope. Costs to be covered with OPFNE project funds should be identified along with costs covered by other sources (e.g. donations, organization's funds, other funded programs, ...).

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Project Timeline

It is expected that projects will be completed within six (6) months of approval and not more than one (1) year from approval. The proposal should include a calendar schedule of intermediate, measurable milestones and a final project completion. Based on the nature of the project, the time frame for follow-up project evaluation should be specified.

5. Proposal Evaluation Process and Criteria

Proposals will be evaluated quarterly by the OPFNE Proposal Evaluation Committee. The team will consist of members from the OPFNE Board and outside subject experts. Additional experts will be invited to participate in the review of specific proposals based on the need for additional expertise. The Proposal Evaluation Committee will submit their review of all proposals and recommendations for funding to the OPFNE Board at the next regular board meeting following the committee's review. The Board will consider the recommendations of the Committee and make a determination on which projects should be funded. Projects to be funded will be communicated to all the proposers. Project funds will be released upon receiving a signed acknowledgement from the proposing organization.

The criteria for reviewing projects are as follows:

1. Alignment with OPFNE Mission
2. Impact in the Parkinson Community
3. Future impact and leveraged opportunities
4. Likelihood of success (schedule, resources, team make-up)
5. Appropriateness of Budget