



McDONOGH 35 ALUMNI ASSOCIATION
P O BOX 50306
NEW ORLEANS, LOUISIANA 70150

REQUEST FOR PROPOSAL

The McDonogh 35 Alumni Association (referred to hereafter as "the Association") desires to contract for consulting services to incorporate a new 501(c)3 non-profit organization that will operate in the state of Louisiana. The purpose of the non-profit corporation will be to serve and promote the educational and cultural interests of McDonogh 35 Senior High School, a public school in New Orleans, Louisiana. We are soliciting fixed price bids from a number of firms to identify the best provider of these services.

In responding to this proposal, please consider that we must adhere to a strict timeline. We are unable to accommodate any changes or slippage to the timeline. By bidding on this proposal, you are agreeing to commit to adhere to our deadlines.

IMPORTANT DATES and DELIVERY

RFP RELEASED: October 15, 2013
RFP DUE: October 29, 2013 5:00 PM
Preferred Delivery: It is recommended that proposers hand deliver submittals to the address listed below.

CONTENT OF RESPONSE PACKAGE

Proposers shall submit six (3) copies, bounded, of the qualifications and one (1) copy, separately bound, of required documentation in a sealed envelope clearly marked

McDonogh 35 Alumni Association 501c3 Formation Consultant to:

McDonogh 35 Alumni Association
Dr. Margaret Montgomery Richard
President
4298 Elysian Fields Avenue, Suite B
New Orleans, LA 70122
Margaret@dmmassociates.com
225/241/5418 (phone)

Proposals that are submitted by fax will not be accepted. Proposers must provide a clear, concise statement of qualifications as it relates to the required Scope of Services as well as to the respondents ability to comply with the requirements of this RFP.

INTERESTED RESPONDENTS SHOULD SUBMIT THE FOLLOWING MINIMUM INFORMATION:

1. Executive Summary - Provide a letter of interest that includes the following information:
 - a. Primary contact for the submittal
 - b. Street address
 - c. Telephone number
 - d. Email address
 - e. Web address
2. Qualifications
 - a. List the principal, in addition to other primary staff members, that will be assigned to the project.
 - b. Provide a summary of related work experience for each proposed team member that may include description of success or challenges of each example provided.
3. Related Experience and References
 - a. Provide at least 2 references who can speak to the ability of the firm/individuals capacity to take on scope of work described (References should be within the past 3 years)
 - b. Provide contact name and phone number, and date of service

TERMS OF CONTRACT FOR SERVICES

The contract for services includes the following:

Statement of Work:

1. Preparation of all documents required to incorporate the Association as a 501(c)3 non profit.
 - a. Articles of Incorporation
 - b. Bylaws
 - c. Board Policies
 - d. IRS Form 1023 (Application for Recognition of Exemption Under Section 501(c)3 of the Internal Revenue Code)
2. Filing the Articles of Incorporation with the Louisiana Secretary of State
3. Filing the federal tax exemption application with the IRS
4. Statement of Information for a Domestic Nonprofit Corporation, including other Federal, State, and Local filing documents to incorporate a 501(c)3 non profit
5. Meetings with the ASSOCIATION Executive Board to review the materials drafted

Deliverables:

The Consultant will be responsible for drafting each of the deliverables and presenting them to the ASSOCIATION Executive Board on Tentative Due Dates listed below:

Document	Draft to Executive Board Due Date	Executive Board Approval	Final to Board of Directors Due Date	Board of Directors Approval	Filing Due Date
Complete Application Packet	11/30/13	12/3/013	12/9/13	12/12/13	12/16/13

AREAS OF RESPONSIBILITY

The ASSOCIATION intends to work directly with the Consultant in answering any questions related to the completion of the underlying documents i.e. the Articles of Incorporation, Bylaws and IRS Form 1023, it will be the responsibility of the Consultant to make the amendments.

COMMUNICATION

During the contracted period of time required to fulfill the Statement of Work, the Consultant will have two points of contact: the Board President and the Board Vice President of the ASSOCIATION Board. No other person except the President of the Board of Directors is authorized to converse with the Consultant with respect to 1) scope of engagement 2) clarification of any legal question regarding the Articles of Incorporation, Bylaws or other deliverables. It will be the responsibility of the Board Vice President to aggregate questions for the Consultant.

McDonogh 35 Alumni Association
Dr. Margaret Montgomery Richard
President
4298 Elysian Fields Avenue, Suite B
New Orleans, LA 70122
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225/241/5418 (phone)

McDonogh 35 Alumni Association
Dr. Louvinia E. Wallace
Vice President
P O Box 870391
New Orleans, LA 70187
Louviniaw@aol.com
504/228/7864 (phone)

COMPENSATION

We are seeking a fixed price contract with a legal services provider. It is our intention that the Consultant will not be compensated on an hourly, pay-as-you-go basis, but will be paid one fixed amount for completion of the deliverables. After the filing is completed, we expect the Consultant to provide ad hoc assistance to amend the Articles of Incorporation or Bylaws if necessary.

COSTS AND EXPENSES

- The Consultant will be responsible for all costs and expenses incurred in this matter, except filing fees which will be the responsibility of the Association.
- The Consultant will be responsible for costs including but limited to long distance telephone charges, copying costs, postage, facsimile charges and charges for computer assisted legal research. An estimated budget should be submitted to the Association for approval before an expense is incurred.
- The Consultant will provide statements which will itemize the costs incurred in connection with the filing of incorporation papers.

ASSOCIATION OF OTHER CONSULTANTS AND/OR EXPERTS

The Consultants may employ other consultants to aid in preparing the documents associated with the incorporation process. Any arrangement involving other experts is the sole responsibility of the Consultant and does not involve the Association in any way including costs, expenses, or contracts.

RESPONSE

Please respond directly to the President of the ASSOCIATION before Friday, October 25, 2013. Any questions regarding this proposal should be addressed to the President of the McDonogh 35 Alumni Association:

McDonogh 35 Alumni Association
Dr. Margaret Montgomery Richard
President
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