

BLANKROME



ADOPT·A·CENTER
PROGRAM



2020 Request for Proposal Proposal due April 10, 2020

Blank Rome is proud to present this Request for Proposal for our annual Adopt-A-Center Program.

Now in its 22nd year, the Adopt-A-Center Program recognizes an outstanding local, community-based nonprofit organization in Los Angeles for its work with underserved children and families. The recipient is publicly acknowledged and celebrated through an event or activity fully underwritten by Blank Rome LLP, this year to be held on a Sunday in October or November (see below).

This program is not a grant.

The selected organization works hand-in-hand with representatives of the Firm's Los Angeles office to plan and produce the event or activity. In this manner, the Adopt-A-Center has raised funds and awareness for 20 unique organizations since 1999. A listing of all past recipients can be found at blankrome.com/adopt-center-program.

Please note that only Los Angeles-based nonprofit organizations that benefit families and children will be considered. The Adopt-A-Center Program does not support local chapters of national organizations, nor does it co-sponsor events with other corporate partners.

Over the past twenty-two years, additional funds have typically been donated to the recipient nonprofit by supporters of the Adopt-A-Center Program and attendees of the event. In many instances, the selected nonprofit has made such a profound impression on members of the Firm and guests at the event, that these individuals have become involved with the organization by serving as volunteers, fund raisers, and board members.

We invite you to respond to the following Request for Proposal. Responding organizations to the 2020 Request for Proposal (“RFP”) will only be considered for this calendar year.

Proposal Review

Proposals received by April 10, 2020, will be reviewed in a two-step process. The first review is conducted by our internal Adopt-A-Center committee, which selects a list of semi-finalists. Next, our distinguished, independent Advisory Board selects three finalists. Each of the three finalists will be notified in late-April and asked to submit a short video about their organization and its impact by May 12, 2020. On May 14, the attorneys and professional staff of our Los Angeles office will gather to watch the presentations and vote by closed ballot to select the 2020 recipient.

All respondents to this RFP will be notified of the results via e-mail no later than May 22, 2020.

The RFP Requirements

Please gather the information requested below and email it to Tara McKenney at tmckenney@blankrome.com. **Proposals must be received by no later than April 10, 2020.**

1. Prepare a **cover letter** on your organization’s stationery that provides a brief overview of your purpose, mission, and goals. The letter should be signed by the director or head of your nonprofit.
2. Create a concise **Event Proposal** presenting an original idea for an event, activity, or project that would benefit your organization in 2020. Please propose ideas that fall within a budget of \$12,000–\$15,000. This budget will be used to underwrite the proposed event/activity/project, with funds dispersed directly to participating vendors by Blank Rome. **The 2020 event/activity/project will be held on a Sunday, either October 18, 25, or November 1, 8.**

The **Event Proposal** should be no longer than three pages and must include:

- a. Statement of the Goals and Objectives of your organization for the year.
- b. Description of the target population you serve.
- c. Description of an issue or problem that your organization addresses, and how the underwritten Adopt-A-Center event, project or activity might assist/benefit the individuals that your organization serves.
- d. Clear plan of how your organization will be able to coordinate and facilitate the proposed event, project or activity (including details regarding available staff and volunteers and their capabilities, position within your organization, and responsibilities).

3. Please refer to Blank Rome’s website (blankrome.com/adopt-center-program) for a list of the organizations and the events we have supported over the years. *Please do not propose events, projects, or activities that are participated in or sponsored by other underwriters or corporate partners.*

4. Prepare a list of key staff/management, with their titles and short-form resumes. Please combine this into one document.

5. Create one PDF with the following information:

- a. Certificate of Incorporation
- b. Form IRS 990
- c. Current list of officers and board members
- d. Operating budget summary for the current year and the past two years
- e. Funding sources and uses for the current year and past two years

6. If your organization has a recent Annual Report or a few collateral materials that would provide a deeper understanding of the work you do, please send them to the Firm via U.S. mail to:

Tara McKenney
Blank Rome Adopt-A-Center Program
2029 Century Park East, 6th Floor
Los Angeles, CA 90067

We appreciate your interest in Blank Rome’s Adopt-A-Center Program. We recognize the time and effort it takes to craft an excellent proposal and thank you, in advance, for your consideration of the parameters we have set forth. We look forward to receiving your proposal.

