

Public/Private Partnership Request for Proposal:
Lead Capacity Building Provider for Youth Serving Community-Based Organizations

[Liberty Hill Foundation](#) (Liberty Hill) and [California Community Foundation](#) (CCF) have launched a Public/Private Partnership (P/PP) with the Los Angeles County Probation Department. This collaboration will expand opportunities and resources for programs that keep vulnerable youth out of the criminal justice system and help those in the system transition back into the community.

The community-based organizations working to keep youth out of the criminal justice system are also tackling complex systemic issues, often with few resources to build their own capacity to do this work. Liberty Hill, in partnership with CCF, is trying to address this gap through a P/PP by providing a capacity-building program focused specifically on developing organizational core competencies, such as self-assessment, goal setting, leadership development, financial and data management, and community engagement, through a racial equity lens.

This partnership marks an unprecedented effort to redirect public dollars to philanthropic partners in order to set up a grant process for grassroots, emerging and established community-based organizations. This will allow for faster distribution of the funds, and an opportunity for organizations to access funding that may not have previously had the infrastructure to compete for county contracts. In addition, the aim of this partnership is to build the long-term capacity of community-based organizations to apply for public resources without intermediary support.

Liberty Hill defines capacity building as the funding and technical assistance that helps nonprofits increase the specific capacities needed to deliver stronger programs, take risks, build connections, innovate and iterate. For Liberty Hill, a key strategy for achieving equitable outcomes in communities is to invest in the talent and leadership capacity of its community partners. This investment better equips nonprofits to advance racial equity and achieve better outcomes in their organizations and in their communities.

The following request for proposal is to hire a **lead capacity-building contractor** (agency, team, or individual) to create the capacity-building infrastructure that will offer assessment, coaching, training, and cohort-based peer learning opportunities to the direct service provider grantees funded by this P/PP.

Liberty Hill seeks a dynamic partner that will serve in this capacity, in addition to acting as a thought partner as we launch this innovative partnership.

Program Overview

Over the course of a one-year grant period, the P/PP will fund approximately 10 to 20 community-based grantees providing youth development services for young people who are impacted by, or at risk of becoming involved with, the criminal justice system. Organizations that apply will be selected through a competitive grantmaking process. They will provide programs across the youth development spectrum advancing education, mental health, cultural, and workforce programs that are rehabilitative for youth. CCF will serve as the lead administrator of direct service grant funds.

As a condition of receiving grant funds to provide prevention and intervention services for youth, all grantees will be required to participate in capacity building activities. Liberty Hill Foundation is the lead administrator of capacity building services, and will manage this contract. Grants may be administered in

two phases, with an initial cohort of grantees selected after the application is released. A second cohort of grantees may be selected after a second application release date, if funds remain.

The main goals of providing capacity building services and training to grantees funded under the Public/Private Partnership are to enable direct service providers to:

1. Increase their organizational awareness and capacity to provide high quality direct service interventions for youth.
2. Engage in peer-to-peer learning through participation in a shared community of aligned providers that may inform greater, ongoing collaboration.
3. Enhance knowledge of county contracting systems and build internal capacity to contract directly with Los Angeles County, opening access to sustained, multi-year funding streams.

Scope of Work: Lead Capacity Builder

Liberty Hill seeks a lead capacity building contractor (agency, team, or individual) to enter into a contract to complete the following scope of work, in alignment with the program overview above. Additional details and other expectations will be negotiated at a later date.

Scope of Work:

Work in partnership with the Liberty Hill project lead to:

- 1) Design a capacity building framework that will govern the services delivered to direct service provider grantees over the course of the Public/Private Partnership grant agreement.
- 2) Select and administer organizational assessment tool(s) to identify front-end grantee needs and to measure impact over the course of the capacity building program.
- 3) In partnership with Liberty Hill, participate in the selection of coaches, trainers, and capacity building professionals to aid in the implementation of this scope of work through a racial equity lens. Trainers and coaches will be recruited with an effort to reflect the racial, ethnic, gender, and sexuality demographics of the communities they will serve, and should have a proven track record as technical experts in the respective topic areas they will lead. Lead trainer may also recruit and integrate community leaders previously funded by the County in the capacity building programming in order to provide peer leadership and guidance for grantees.
- 4) Develop, at minimum, four cohort-based trainings to facilitate a learning community among the cohort(s) of grantees that will advance their knowledge of the county contracting process and increase their own organizational capacity. At minimum, cohort-based trainings will include the development of a comprehensive curriculum that utilizes the knowledge held by L.A. County of what makes an applicant eligible for county funding. In coordination with the County, the lead capacity builder will work to develop a “county readiness checklist” to inform the training process, helping grantees to understand in plain language what is required of them to be considered for these resource opportunities and identify tangible skills and assets they can develop or acquire to improve county readiness in their own organizations. This may include topics such as: leadership development, financial management, program development, evaluation support, etc.

5) Develop customized, responsive capacity building plans for grantee organizations, following the administration of an organizational assessment that includes personalized coaching, and oversee implementation.

6) Work in conjunction with a third party evaluator to provide technical assistance to support grantee capacity building in the area of data management and analysis.

7) Be available for regular calls and in-person planning meetings with Liberty Hill project lead and additional staff.

The lead capacity building contractor will need to work closely with all grantee partners to develop trust and a strong working relationship throughout the course of the grant. Engagement in these activities will be based on the provision of culturally responsive, authentic support and because grantee partners see this capacity building as a value add to their work.

The scope of work provides the flexibility for contractors to directly hire additional coaches, trainers, and providers in partnership with Liberty Hill, or for contractors to apply for the lead role only, which will enable Liberty Hill to hire all additional subcontractors separately to work under and with the lead capacity building contractor. In either scenario, your budget can reflect your preference.

Date	Application Milestones
3/6/19	Capacity Builder Application posted
3/20/19	Application Due by 5 p.m.
4/12/19	Notification of Acceptance or Declination
Date	Project Milestones (subject to change)
3/18/19	Launch #1 Application for Grantees to apply
4/12/19 - 6/10/19	Capacity Building Planning & Design of Capacity Building Framework

4/12/19	Grantee Application Deadline #1
5/10/19	Grantee Application Deadline #2
5/31/19	Notify Round #1 Applicants of Status
6/10/19	Start of Capacity Building Assessments with Round #1 Grantees
7/1/19	Grant Official Start Date (Round #1)
TBD	Start of Capacity Building Assessments with Round #2 Grantees
TBD	Grant Official Start Date (Round #2)
2/2020	End of Contract or Contract Renewal (Capacity Builder & Grantee Contracts)

Application:

To be considered as a lead capacity building contractor, please provide the following:

- A copy of your resume (all individuals working on the project) with relevant work experience and current contact information
- Two organizational references, including contact person with title and contact information
- Project budget
- Sample excerpts of training manuals/curricula, and/or examples of previous projects executed with similar features (all materials will be used solely for the purpose of reviewing this RFQ)
- *Note: The lead capacity building contractor and all subcontractors will need to complete a background check, including Live Scan fingerprinting, as a condition of this contract.

Please provide answers to the following (maximum of three pages):

- 1) Describe your experience creating capacity building trainings/curricula, including names of organizations/clients for which you have developed materials, number of years worked in this field, and results achieved. If relevant, please describe projects for which you served as a lead project contractor, managing other trainers, coaches and capacity builders, and creating a capacity building project structure.

- 2) Please describe your process for developing capacity building trainings/curricula, and/or a capacity building project management structure with new clients.

- 3) Describe your experience working in or with communities of color and social justice organizations. Have you specifically worked in the area of youth justice or youth development on any of your previous projects?

- 4) Please describe your approach to building a project structure that would meet the stated goals described in the program overview above.

- 5) How do you evaluate your capacity building services? How do you know you are effective?

Email the requested information by March 20, 2019 to Lisa Small, Senior Manager of Youth Justice at lsmall@libertyhill.org.