



CITY OF WOODBURN
ENGINEERING DIVISION

REQUEST FOR CONTRACT CLARIFICATION

PROJECT NAME: Capital Campaign Consultant for Woodburn Community Center

PROJECT No: N/A

DATE: July 26, 2023

CLARIFICATION REQUESTED BY: Benefactor Group

QUESTION:

Question 1: We hope to get a clearer sense of the desired role of the consultant in Task 3 and Task 4. Are you looking for a consultant that will do the actual fundraising and soliciting, or a partner that will devise strategies, resources, and tools to help your team do the fundraising? Benefactor Group is capable of either approach. A fully managed offering costs more as it requires more of our time. We want to make sure we're responding to your needs and vision.

Answer 1: The City would like the consultant to develop a fund development strategy and also do the majority of the actual fundraising and solicitation. However, depending on the number of corporate and foundation funding sources the consultant identifies as viable opportunities, the City might agree to take the lead in submitting some grant applications. The City would also help coordinate grassroots fundraising activities, such as brick or tile sales.

Question 2: Do you have a budget range for this work? Some of the feasibility study requirements have a range of options. For example, donor identification and prospecting can be very extensive and have costs associated with it. We will propose at the right level for you, but wanted to know if there are budget constraints to work within.

Answer 2: We have not identified a specific budget for this project. Consultants should feel free to include different project approaches or suggest amendments to the scope along with their associated fees. The City will negotiate the final scope and fee with the selected firm.

Question 3: Do you have existing fundraising counsel that you work with currently? and are they proposing?

Answer 3: The City has worked with consultants to raise sponsorship funds for special events. We are not aware if they will be submitting a proposal for this project.



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Question 4: Do you have decision criteria or a grading rubric?

Answer 4: The Evaluation & Selection Criteria can be found in Part 5 (page 10-11) of the Request for Proposals.

Question 5: What are the two most important qualities you are looking for?

Answer 5: The Evaluation & Selection Criteria in Part 5 (page 10-11) of the Request for Proposals identifies the manner in which the proposals will be evaluated and scored.

Question 6: How would you describe your culture of philanthropy? Do you have fundraising or development staff currently?

Answer 6: The City has not developed fundraising policies or identified its philanthropic culture. We are relying on the information in the Request for Proposals to articulate the scope of the project. While the City does regularly submit and secure grants for a wide variety of projects, it does not have dedicated fundraising or development employees on staff.