

REQUEST FOR QUALIFICATION

July 15, 2008

**TO DETERMINE ELIGIBILITY FOR POTENTIAL
2009 HERITAGE UNITED WAY FUNDING**

HERITAGE UNITED WAY Inc.

Heritage United Way is issuing this Request for Qualification (RFQ) to solicit submissions from interested agencies that are capable of providing comprehensive community impact proposals for 2009 funding consideration. Heritage United Way intends to “pre-qualify” respondents, who will then be invited to participate in the 2009 Requests for Proposal (RFP) funding process.

Contents of this RFQ include:

- Background / Statement of Purpose
- Community Impact Areas
- Requirements for RFQ
- Timeline and Contact Information

BACKGROUND / STATEMENT OF PURPOSE

Heritage United Way currently engages over 11,000 annual donors, thousands of volunteers, and hundreds of organizations in our mission. The mission of Heritage United Way is to improve the quality of people's lives by bringing together the caring power of communities.

The purpose of this Request for Qualification (RFQ) is to demonstrate the qualifications, competence, and capacity of agencies that wish to be considered in the 2009 Heritage United Way funding process. Programs and projects will be evaluated according to the guidelines set forth in this RFQ process. Respondents will be notified if their program or project was qualified by September 12, 2008. Selected agencies will be invited to submit proposals in response to a RFP.

Heritage United Way proudly serves the following New Hampshire towns and cities (collectively “Our Communities”):

Atkinson, Auburn, Bedford, Candia, Chester, Danville, Derry, Goffstown, Hampstead, Hooksett, Londonderry, Manchester, New Boston, Pelham, Plaistow, Salem, Sandown and Windham.

COMMUNITY IMPACT

Heritage United Way has adopted a business model to demonstrate that funded programs have a direct impact on the communities it serves. Like many United Ways across the country, Heritage United Way is implementing “community impact and program outcome” systems to measure the added value results directly attributed to our local grants. Heritage United Way seeks to fund collaborative and lasting solutions to critical health and human service issues in our communities.

For funding year 2009, Heritage United Way will accept proposals that serve needs in Our Communities in the following areas as described below.

- Education and Lifelong Learning
- Health and Wellness
- Housing and Economic Self-Sufficiency

A. Education and Lifelong Learning

Our Communities support access to education and skills development so that all people may participate fully in the community. Specifically programs that focus on the following strategies:

- Foster environments where children are ready to learn by the time they enter first grade.
- Support at-risk students to stay in school and maintain passing grades.
- Empower families to succeed through achieving literacy
- Support parents and community members to be involved with the school and their own life-long learning.
- Integrate the broader community with schools to focus on academics, health and social services, youth and community development.

Please refer to section three of the Community Indicators Report (2006) by Heritage United Way for more information and data analysis on education community indicators.

B. Health and Wellness

Our Communities support access to consistent quality medical, mental and oral health services. Specifically programs that focus on the following strategies:

- Support access to timely services for people with limited access to routine health care.
- Positively affect the quality of life for elderly or people with disabilities.
- Increase access to preventive and other oral health services.
- Reduce the human and financial cost due to lack of access to mental health services and the resulting effects on physical health and quality of life.

Please refer to section four of the Community Indicators Report (2006) by Heritage United Way for more information and data analysis on health community indicators.

C. Housing and Economic Self-Sufficiency

Our Communities support access to quality affordable housing and the ability to acquire assets for self-sufficiency. Specifically programs that focus on the following strategies:

- Support safe, affordable housing and related services.
- Increase access to reliable and sufficient income, personal savings and financial literacy for families.

- Maintain self-sufficiency for people at risk of losing their current level of independence.
- Support healthy homes that are free from toxic substances and other dangers to health.
- Increase availability and awareness of housing and employment opportunities for families.

Please refer to section five of the Community Indicators Report (2006) by Heritage United Way for more information and data analysis on housing community indicators

REQUIREMENTS FOR REQUEST FOR QUALIFICATION

The Request for Qualification (RFQ) response is a summary statement of your program or project. While the level of detail for the RFQ will not be as specific as the RFP, the exclusion of certain requested details or facts may adversely impact the likelihood of success in the review process. RFQ responses must be submitted in the format described below.

REQUEST FOR QUALIFICATION RESPONSE REQUIREMENTS

1. Brief description of agency or agencies involved
2. General description of program or project seeking funding
3. Identification of impact area targeted and community need
4. Brief description of project or program budget and expected 2009 amount requested for funding from Heritage United Way
5. Assurance that, at time of Request for Proposal (RFP), you can and will provide the following:
 - a. Annual Report
 - b. Audited Financial Statements (audited financial statements are not required for organizations with annual revenue of less than \$100,000 on line 12 of the IRS form 990)
 - c. Board of Directors List
 - d. Budget Forms as provided by Heritage United Way
 - e. Certificate of good standing for the state of New Hampshire
 - f. Conflict of Interest Policy
 - g. Funding Guideline Agreement as provided by Heritage United Way
 - h. IRS Determination Letter for 501(c)(3) tax-exempt status
 - i. Quarterly reporting of short-term outcome data (as defined in logic model)
 - j. Zip code list (number of people served by zip code of residence)

FORMAT

RFQ responses shall not exceed three pages. Responses will have one-inch margins on all sides, 12 point Arial font, and be in Microsoft Word (version 2000 or later) format. All acronyms must be spelled out the first time they are used. The source of all data must be cited. A separate response must be submitted for each program seeking funding.

TIMELINE AND CONTACT INFORMATION

The RFQ process will begin July 15, 2008. The RFQ process will adhere to the following key dates:

REQUEST FOR QUALIFICATION

July 15, 2008	Request for Qualification (RFQ) process begins
August 15, 2008	RFQ responses are due to Heritage United Way by 4:00 PM
September 12, 2008	RFQ notifications will be sent to all respondents

REQUEST FOR PROPOSALS

September 15, 2008	Request for Proposals (RFP) process begins
December 1, 2008	RFP submissions due to Heritage United Way by 4:00 PM
January 1, 2009	Community Review process begins

FUNDING

April 9, 2009	Final funding decisions made
April 17, 2009	RFP respondents are notified of funding decision
May 1, 2009	Funding process begins

CONTACT INFORMATION

Request for Qualification responses must be electronically submitted to Melissa Nemon at the following address:

Melissa.Nemon@heritageunitedway.org

Responses must be received as an e-mail attachment at Heritage United Way no later than 4:00 PM, EST (e-mail time stamped) on August 15, 2008. **No extensions will be granted.** The responsibility for submitting a response on or before the stated time will rest solely and strictly with the respondent(s).

QUESTIONS

Please contact the following person regarding any questions relative to this RFQ process:

Melissa Nemon, Director Evaluation & Outcomes
228 Maple Street, 4th Floor
Manchester, NH 03103

Phone: 603-625-6939 ext. 23

E-mail: Melissa.Nemon@heritageunitedway.org