*Proposal for Ladywood High School Property*

*March 2018*

Felician Services Inc

## I. Introduction and Background

Felician Sisters of North America (FSNA)

Mission Statement:
*As Felician Franciscans, called by God, we cooperate with Christ in the spiritual renewal of the world.*

Our Felician mission both challenges and encourages us to live the Gospel message—and to live as women of hope in a world so greatly in need of hope.

The Our Lady of Hope Provincial Council (OLHP) of FSNA has designated that Felician Services, Inc. (FSI), will serve as a conduit to share information with the Sponsors regarding the property disposition.

A guidepost for all decision-making and recommendations at Felician Services is the organizational Strategic Imperative 1:

> Felician Services will strengthen the impact of Felician-Sponsored Ministries in responding to the needs of the time with a preferential option for people who are poor and/or marginalized while actively pursuing collaborations and partnerships with Felician and non-Felician ministries.

## II. Guidelines for Proposal Preparation

Interested individual(s), organization(s), agency(ies) or nonprofit corporation(s) will first complete an Intent to Apply form which will be due April 2nd uploaded through the Intent to Apply upload section using this link. Submission of an Intent to Apply form does not guarantee an option to present a proposal. The content of the Intent to Apply form can be found in **APPENDIX 1**. All intent to apply forms must be submitted via the form on the website by **5pm CDST on Monday, April 2nd**.

After team review of the Intent to Apply forms, advancing individual(s), organization(s), agency(ies) or nonprofit corporation(s) will receive a custom link to present a proposal[1]. Proposals will be accepted between April 3rd and June 1st, 2018. Within 10 business days of receipt, the individual(s), organization(s), or agency(ies) will receive notification regarding whether their proposal will advance.

It is the intent of the review team to notify advancing individual(s), organization(s), agency(ies) or nonprofit corporation(s) on July 1st regarding the selection of a proposal; however, FSI, upon reviewing proposals, reserves the right to reopen the process if no satisfactory proposals are received.

The proposal shall be submitted as set forth in **APPENDIX 2**. Applicants advancing beyond the intent to apply round will receive a custom link to submit the proposal. The online proposal must be completed in one sitting and is based upon the information in **APPENDIX 2**. Applicants are encouraged to upload all documents with the exception of the budget in .pdf format (budget in .xlsx).

FSI reserves the right to give preference to: Felician-Sponsored Ministries, Catholic-sponsored ministries, and educational organizations.

FSI reserves the right to reject any or all Intentions to Apply or Proposals and discontinue this process

[1] FSI will alert any individual(s), organization(s), agency(ies) or nonprofit corporation(s) not advancing past the Intent to Apply round via Email on April 2, 2018.

without obligation or liability to any prospective individual(s), organization(s), agency(ies) or nonprofit corporation(s).

## III. Proposal Areas

Upon advancing beyond the Intent to Apply, applicants may be invited to the proposal process. The proposal process seeks to gather information regarding the following key areas following the development of their Executive Summary (**APPENDIX 2**):

I. **Sponsorship or MO (Management Organization)**
II. **Collaborating Partners**
III. **Business Plan**
IV. **References and Qualifications**
V. **Supplementary Documents (optional for upload)**

## IV. Evaluation Factors

The review team will use the following criteria to assess each component of the Proposal.

| | |
|---|---|
| Exceeds the Standard | The applicant's response shows a thorough understanding of the lead team's capacity to implement its project/program. It addresses the topics with specific and accurate information, and presents a well-stated, genuine view of how the organization expects to operate. |
| Meets the Standard | The applicant's response shows an acceptable understanding and demonstrates the lead team's ability to implement the project/program. It addresses the topics with good information, and presents a clear view of how the organization expects to operate. |
| Partially Meets the Standard | The response meets or somewhat meets the criteria, but needs detail and/or needs more information in one or more areas. |
| Does Not Meet the Standard | The response demonstrates that the lead team does not possess capacity to implement the project/program. The response is incomplete, lacks detail or raises substantial concerns about the viability of the project/program or the applicant's ability to execute it. |

## V. Key Dates

The review team will not review any Intent to Apply and Invitations to Proposals received after the posted deadline. Note that Felician Services reserves the right to modify this schedule as needed including re-opening the process in the event no satisfactory Invitations to Proposals are received.

| Event | Date(s) |
|---|---|
| Intent to Apply posted (**APPENDIX 1**) | March 1, 2018 |
| Intent to Apply closes | April 2, 2018 at 5pm CDST |
| Invitations to Proposal (**APPENDIX 2**) links emailed to applicants advancing beyond Intent to Apply; this will include scope of land and property as well as financial package information. | April 3, 2018 |
| Invitations to Proposal submission | April 3, 2018 to June 1, 2018 (closes at 5pm CDST) |

| | |
|---|---|
| window | |
| Invitations to visit property | Applicants ***may*** receive an invitation to view the property in an arrangement coordinated with the current school so as not to disrupt school operations. There will be limited days and availability and options will be communicated directly with the applicants who have advanced beyond the Intent to Apply period. |
| Notifications | Within 10 Business Days of receipt of an Invitation to Proposal, applicants will receive notification of whether their proposal will advance. |
| Intended final decision and notification | July 1, 2018 |

FSI may, at its discretion and without explanation to prospective applications, at any time choose to discontinue this Intent to Apply or Invitation to Proposal process without obligation to such prospective applicant.

Questions may be directed to: proposals@felicianservices.org

APPENDIX 1

## Intent to Apply

If an organization intends to submit a proposal for the Ladywood (Livonia) property, review this form, save it locally, and upload it to through this link by 5:00PM CDST on Monday, April 2nd, 2018.

***Submission of an Intent to Apply form does not guarantee an invitation to present a proposal.***

| Proposed Property Use Information | |
|---|---|
| Name of individual(s), organization(s), agency(ies) or nonprofit corporation(s) applying: | |
| Please check if you are a registered 501(c)3 | ☐ Registered 501(c)3 |
| Project/Program concept in 3-5 sentences | |
| After reviewing the plat of survey and the floorplans (available here) under **supplementary materials**, please provide a brief narrative explaining how much and which parts of the property you would be interested in renting/leasing or purchasing | |

| Lead Contact | |
|---|---|
| Name: | |
| Address: | |
| Phone Number: | |
| E-mail Address: | |

## Lease, Rent, Purchase

*Does the applicant plan to (pick one): ☐ LEASE or RENT ☐ PURCHASE*
*(information regarding the costs to lease or purchase will be provided to applicants moving beyond the Intent to Apply round)*

## Sponsorship or Management Organization

Choose your sponsorship or affiliation:

- ☐ We are a Felician-Sponsored Ministry
- ☐ We are sponsored by the Archdiocese of Detroit
- ☐ We are sponsored by a Catholic order (please identify) _____
- ☐ We are managed by a Management Organization (please identify) _____
- ☐ Other (please identify and explain) _____

| Sponsorship or Management Organization Contact | |
|---|---|
| Name: | |
| Phone Number: | |
| E-mail Address: | |

## Guarantee of Financial Viability

Name the organization, foundation, or agency which is providing financial backing for this project proposal (for information purposes only).

| | |
|---|---|
| Name: | |
| Phone Number: | |
| E-mail Address: | |

## Collaboration

Name the collaborating ministry(ies), individual(s), organization(s), agency(ies) or nonprofit corporation(s) who have agreed to play an integral role in the implementation of this program.

| | Ministry/Organization 1 | Ministry/Organization 2 | Ministry/Organization 3 |
|---|---|---|---|
| Name of collaborator(s): | | | |
| Contact Name(s): | | | |
| Phone number: | | | |
| Email: | | | |

| Lead Design Team | | |
|---|---|---|

Please provide the names of all persons integral to the design of this project/program.

| Full Name | Job Title and Employer | Position with project/program |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

APPENDIX 2

## Proposal

Applicants invited beyond the Intent to Apply stage will use a custom link shared with them on April 3rd to upload files regarding the sections presented here. Proposals must be received by 5pm CDST on June 1st.

**PDF files are preferred with the exception of a print-area-ready .XLSX file for the budget.**

### Section A: Executive Summary (upload .pdf)

The Executive Summary should be a stand-alone document that provides a succinct narrative overview of the application. It should be no longer than two pages and include the following components:

1. Name of the proposed project/program
2. Concept of proposed project/program
3. Mission and vision (draft)
4. Demonstrated capacity to open and manage project/program

### Section B: Narrative Proposal Areas (multiple uploads)

#### I. Narrative: Sponsorship or MO (Management Organization) (upload .pdf):

Articulate and identify who the sponsoring entity is and how the entity will serve to endorse and provide oversight for the proposed project/program.

#### II. Narrative: Collaborating Partners (if collaborating – upload .pdf):

1. Collaborating partners (not required)
   - Identify any collaborating partners.
   - Speak to their engagement and role in this project/program.

#### III. Narrative: Business Plan (Five areas addressed in one file upload with two separate required attachments as noted):

The Business Plan demonstrates whether the applicant has the strategic growth plan and the financial and operational capacity to bring this proposal to fruition. **Please address all areas in one narrative document. Please ensure to use proper headers in the narrative so as to articulate that the application addresses all seven areas addressed here.**

- **Narrative: Priority Areas:**
  - Describe the key priority areas driving this proposal.

- **Narrative: Governance**:
  - Describe the organization's governance structure.

- **Narrative: Start-up Plan:**
  - Describe the activities that the lead team will engage in during start-up time.
  - Required separate upload: sample startup timeline Provide a timeline for completing all necessary objectives required to successfully bring the project/program to fruition. Consider:
    - Defined tasks with identified owners, start dates, and deadlines;

- Narrative: Leadership
    - If known, briefly describe the project/program leadership. Explain how these individual(s) are well-qualified to launch and head-up this project/program.

- Narrative: Financial Viability

a. **Budget and Budget Narrative:** In a budget narrative, explain how the five-year financial plan will support the project/program.
    - Identify sources of revenue (including fundraising and sources) and anticipated expense.
    - Clearly identify assumptions.
    - Discuss contingency plans if revenues are lower or expenses are higher than expected.

b. Financial Capacity Narrative
    - Why does your organization believe it has the financial capacity to run this project/program?

Required Separate Upload: Budget: Applicant must upload a consolidated 5-year budget.

## IV. References and Qualifications (upload)

- Describe what experience, expertise, and resources qualify your organization to apply for this project/program. Include current references or endorsements (including name and contact information) for whom you have performed similar work or who can speak to your organization's capacity. Description of similar work is certainly welcome.
- Include biographies and relevant experience of project lead team. Describe their qualifications and relevant experience.

## V. Supplementary Documents (optional for upload)

- A copy of your organizational structure/chart
- Proof of liability insurance, if available
- Proposed Board of Directors listing if available
- Other (max of two documents – optional)