



Tulsa Community Foundation is accepting proposals from not-for-profit corporations that have the ability and desire to receive, staff, and perpetually operate an outright gift of a recreational, medical, and social services-oriented capital asset in west Tulsa, valued at approximately \$5MM, described herein as the Cornerstone Community Center (“CCC” or “center”). We invite your organization to submit a proposal to TCF by **May 27, 2016** for consideration. A description of the CCC, its intended uses, the services desired, and other pertinent information follows.

Background and Expectations for Services

Tulsa Community Foundation is an Oklahoma not-for-profit corporation recognized in 1998 by the IRS as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code (“TCF”).

In February 2015, the District Court of Tulsa County named TCF as the receiver for the CCC. Prior to this date, approximately \$7MM was given by private and public foundations to construct, operate, and endow maintenance for the CCC. After the center’s construction, a series of activities took place that put the future of the center and its services in great danger.

TCF was appointed as receiver until a permanent solution can be obtained and implemented with respect to the governance and/or assets of CCC. Currently, TCF and its attorneys are working to cure real estate and lien issues associated with the property. In the interim, generous private and public foundations have continued to fund the CCC, and activities (youth sports, after school programming, and events) have continued. The fully-equipped medical clinic has not been utilized for approximately two years.

TCF and a collection of approximately 20 funders are moving aggressively to have every liability issue resolved by May 31, 2016. It is the hope of this group to identify, via application and interview, a charitable organization (or a collaboration of organizations) that would be willing to receive the CCC as a gift, without warranty, and pledge to operate the facility for purposes originally envisioned by the funders (“Purpose”):

- a facility situated in west Tulsa, for west Tulsa families, to provide for family and youth counseling, job-skills training, food and clothing distribution, health and dental services, mental health assistance and after-school programs.

Timeframe

- Responses to the RFP are due to TCF by 5:00 p.m. on May 27, 2016. Responses must be made, in PDF format, to Phil Lakin at PLakin@TulsaCF.org
- A committee of several local foundation trustees and professionals will review proposals and select organizations to interview in early June.
- By late-June, a selection will be made and an offer extended. The charitable organization will have approximately four weeks to consult with its Board to formally approve the receipt of the CCC and to pledge the continuation of services, as described above.

- During the months of June and July, TCF will work with federal and state officials to finalize the asset conveyance.
- It is hoped that CCC will be formally transferred on or before July 31, 2016.

The Grant Application Process

Request for Proposals

In order to simplify the evaluation process and obtain maximum comparability, TCF requires that all responses to the RFP be organized in the manner and format described below.

Eligible Requests

Applicant organizations must meet the following criteria:

- Not-for-profit corporation with current, 501(c)(3) tax-exempt status;
- A minimum of seven (7) years of experience in operating facilities and providing services, similar to those envisioned for the CCC's Purpose (see **Background and Expectations for Services**);
- Strong, proven board involvement and competent leadership; and
- Proven track record of relationships fostered with other organizations and constituencies in the community, and City government.

Application Procedures

TCF staff are available to give any interested party an extensive tour of the facility, prior to application submission. Tours should be taken between April 22 and May 13, during regular business hours. Tours can be scheduled by emailing Phil Lakin at PLakin@TulsaCF.org

TCF can provide interested parties with income statements for the CCC, as well as other financial information.

The application must include:

1. Executive Summary, one-page maximum, on the organization's letterhead, signed by the CEO (or equivalent) and the chairperson of the board.
2. Narrative (no more than ten pages) that includes, in no particular order, the following:
 - A detailed description of the organization, including the mission, major activities, and other credentials.
 - A description of the organization's past charitable work with projects similar to the Purpose of CCC, and any other pertinent qualifications, especially those that underscore the ability to perpetually deliver services.
 - Metrics applied for key programs of the organization and a 3 year history of individual and collective impact (if applicable).
 - A formal business plan for the operations of and service delivery from CCC. The plan should include the following, at a minimum: programming, timeline, staffing, collaborative partners (if applicable), budget, and envisioned sources of revenue (earned, fundraising, etc.)
3. Appendices (Attachments)
 - Certificate of Incorporation and By-Laws
 - Verification of tax-exempt status (IRS determination letter)
 - List of officers and Board of Directors
 - Staff Biographies and Key Staff Resumes
 - Organization Operating Budget

- Latest Financial statement (audited, preferred)
- List of other current funding sources and uses.
- Current Annual Report (if available)
- Support letters or endorsements (limited to maximum of three)

Note: While this RFP envisions applications from individual charitable organizations, the committee is open to receiving applications from collaborative efforts, where multiple organizations participate in providing services through CCC. In such cases, the collaboration should complete one application (tailored to meet the spirit of the guidelines outlined above), carefully describing the services to be provided by each organization, and clearly articulating how the organizations will own and manage the facility. Each organization will need to provide the information listed in item 3 (Appendices), as well.

Key Contacts

If you seek additional information as you are preparing your proposal, please email Phil Lakin at PLakin@TulsaCF.org

Thank you for being willing to consider submitting a proposal.

Sincerely,

CCC Committee

Mary Ann Hille
Maggie Hille Yar
Mark Graham
Bill Major
David Zemel
Monica Basu
Phil Lakin
Jeff Stava