



# Outsourced Accounting (Fractional CFO) Request for Proposals

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**Solve M.E.**

January 18, 2023

## **Background Information**

Solve ME CFS Initiative, Inc. seeks to procure an experienced fundraising consultant or firm to support the execution of an ambitious fundraising strategy to support its new Strategic Plan (2023-2025).

## **Overview of the Organization**

The Solve ME/CFS Initiative (Solve M.E.) is a non-profit organization that serves as a catalyst for critical research into diagnostics, treatments, and cures for myalgic encephalomyelitis/chronic fatigue syndrome (ME/CFS), Long Covid and other post-infection diseases. Our work with the scientific, medical, and pharmaceutical communities, advocacy with government agencies, and alliances with patient groups around the world is laying the foundation for breakthroughs that can improve the lives of millions who suffer from various “long haul” diseases.

## **System Environment**

Dev Software: Raiser’s Edge

## **Staff Resources**

Solve M.E. will retain full time Development team member (major gifts officer, gifts, officer, development coordinator) to support the Chief Operating Officer (COO) in managing the firm, stewarding, and growing the existing donor base, and managing and tracking contributions from existing and future donors.

## **Project Scope**

**Length of Contract and LOE:** TBD. Solve ME CFS Initiative, Inc. estimates the length of the contract to be between 6 – 8 months. The length of contract, based on the scope of work and applicant availability, will be finalized in consultation with the successful applicant and Solve ME CFS Initiative, Inc.

**Budget:** Applicants are expected to outline their usual fee structure for contracts of this nature. Final fee structure and will be agreed between successful applicant and Solve ME CFS Initiative, Inc. The ideal fee range for this engagement is \$5,000-\$7,500 per month.

## **Application Deadline:**

### **Scope of work**

- Grow Solve ME CFS Initiative, Inc revenue in key areas and in line with 2022-2023 revenue targets:
- Assessing and updating Solve ME CFS Initiative, Inc.'s existing major gifts program
- Planning and executing fundraising campaigns (Two annual campaigns: End of Year and one additional campaign in May 2023)
- Identifying and soliciting corporate, foundation, and government funding opportunities including:
- Building prospect list that includes funding opportunities related to Health Equity, DEI, Disability, Accessibility, Health research, Health Innovation and other untapped areas relevant to post infection disease (ME/CFS, long Covid) communities and Solve ME CFS Initiative, Inc.'s work;
- Developing pitch materials
- Arranging outreach/pitch meetings with prospects
- Developing a sponsorship packet that capitalizes on event sponsorship opportunities, advertising opportunities, etc.

### 2022-2023 Revenue Targets/Fundraising Categories

<b>Funding Category</b>	<b>Goal</b>
Individual Donors	\$3.1M
Corporate (sponsorships, advertising, grants, etc.)	\$250K
Foundation Grants	\$75K
Government Grants	\$50K

### **Requested Information**

Please provide the following in your response:

- Applicants are expected to outline their usual fee structure for contracts of this nature. Final fee structure and will be agreed between successful applicant and Solve ME CFS Initiative, Inc. The ideal fee range for this engagement is \$5,000-\$7,500 per month AND
- A brief history of your company, including the number of years your firm has been in business and the number of years of experience working with non-profits.
- The number of current non-profit clients that you support.
- Description of your company's project management capabilities and methodologies (e.g., established support and implementation methodology, certified project managers).
- A sample master services agreement.
- Similar clients that can serve as references (2-3).

### **Process and Timeline**

<b>Activity</b>	<b>Date</b>
Response intention due	
RFP Response due	<b>Application Deadline: Ongoing until consultant identified.</b>
Responses review by Solve M.E. complete	
Meetings with vendors	
Vendor selection	

### **Responses and Contact Information**

Questions regarding the RFP should be directed to:

TaKeisha S. Walker, Chief Operating Officer  
[twalker@solvecfs.org](mailto:twalker@solvecfs.org)