



"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION

City Center – 5th Floor
401 Clematis Street
West Palm Beach, FL 33401
Tel: 561-822-2100
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LOI 11-12-601

**LETTER OF INTEREST
for
USE OF THE NORTHWOOD CENTER
BY AN ORGANIZATION EITHER FOR OR NOT FOR PROFIT
PROVIDING A COMMUNITY PURPOSE**

The City of West Palm Beach seeks Letters of Interest ("LOI") for a potential partner in the establishment of a community-based service for the targeted area of Northwood, Pinewood and other adjacent Neighborhoods of West Palm Beach. The community-based service would operate out of the Northwood Center located at 723 39th Street, West Palm Beach.

The purpose of this LOI is to retain an organization either for-profit or non-profit with the capacity to provide a program or programs that has a community purpose. This organization shall also have the capacity and proven experience in providing such services. Services may include but are not limited to: job placement, tutorial program, foreclosure services, higher education programs, call centers, naturalization programs, college preparatory, skills training, etc. The Organization should operate this facility between the hours of 7 am – 8 pm as it is situation in the heart of a neighborhood.

After reviewing the Letters of Interest, the City desires to select an organization that can best work with the City to maintain city properties according to code as well as assume the expenses associated with the operation of the facility.

ADDITIONAL INFORMATION

For information regarding this Request for LOI, please contact Althea Pemsel, Procurement Official, at 561-822-2100.

SUBMITTAL RESPONSE

Interested parties shall submit **one (1) original and five (5) copies** of their Letter of Interest to the Procurement Division by **3:00 p.m. on Monday, October 31, 2011**. The City will not be responsible for the payment of any expenses incurred as a result of responding to the LOI.

The LOI must be properly signed in ink by the owner/principal having the authority to bind the agency.

Letter of Interest. The Letter of Interest should be no more than ten pages and should include the following information:

1. Legal name of entity; Address and telephone number of principal office. Please state your fax number, your email address, and your web site (if applicable).
2. Number of years in operation and size of staff. Provide a brief history of your organization.
3. Interest: Provide a brief statement outlining the organization's interest in entering into an agreement with the City to provide community – based services at the Northwood Center located at 723 39th Street.
4. Experience: Provide a description of your organization's capacity for each of the following:
 - a. Describe your experience and outcomes in providing a community-based program that serves a community purpose.
 - b. Describe the qualifications of key staff persons who will be responsible for administering and implementing the services.
 - c. Describe your experience in working with neighborhood associations and/or other civic groups to embrace community support/participation.
 - d. Describe your experience in previous collaborative efforts and the role it played.
 - e. Describe a brief overview of all programs currently provided.
5. **Business Plan:** Provide an overview description of how your organization would retain a community purpose in providing you community-based service and how it would to complement and augment the community.
6. **References.** Provide a minimum of three (3) references. These references must include: a contact person, organization or company, address, telephone number and fax number. Any letters of commendations or recommendation may be included in addition to the references.
7. Documents to attach. Please attach copies of the following documents:

- a. A copy of the agency's latest audited annual financial statements if your organization receives \$500,000+ in grant dollars.
- b. Budget for current fiscal year.
- e. Copy of letter from IRS regarding 501(c)(3) status if applicable.
- f. Copies of all accreditation, certification, evaluations and/or organizational reports conducted by independent reviewers and/or funders, if applicable.

Presentation. Respondents may be asked to make a brief presentation to a City committee describing their qualifications and experience.

Issued By: *Althea Pemsel*
Althea Pemsel, MA, C.P.M., A.P.P.
Procurement Official

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End of LOI