

Pet Haven Request for Proposal

Legal Researcher and Proposal Writer

General Information

Pet Haven Inc. of Minnesota rescues and re-homes cats and dogs, spays and neuters to reduce overpopulation, promotes responsible guardianship through educational programs, and advocates on behalf of companion animals.

Pet Haven Inc. of Minnesota's vision is to be a rewarding place to volunteer, to find a quality home for each animal, to encourage a community of responsible companion animal guardians, to eliminate the community's need to euthanize dogs and cats as a means of population control, and to encourage a society where animals become more valued.

Submission of Proposals

Responses to this Request for Proposal are due: October 15, 2008.

All proposals must emailed to: Kristen Denzer
kristen@advancementcompany.com

All proposals must be received no later than 5:00pm on October 15, 2008. It is solely the responsibility of each proposer to assure that their proposal is delivered to the specified place prior to the deadline for submission. Failure to abide by the instructions for submitted the proposal may result in disqualification.

Proposals must include applicant's resume, references and a fee schedule. All applicant's must have access to appropriate legal databases for this project. This is an independent contractor position.

Late proposals will not be considered. All proposals must be emailed as a PDF or in Microsoft Word.

The term will be November 1, 2008- March 1, 2009. The budget for this contract is \$2,000. The contract can be canceled at any time.

Project Background

Pet Haven was bequeathed a substantial sum of money for a specific purpose. Pet Haven's goal is to use part or all of those funds for the benefit of all animals in accordance with Pet Haven's mission to "rescue and re-home cats and dogs, spay

and neuter to reduce overpopulation, educate the public about responsible care of companion animals, and advocate on behalf of companion animals.” Since the organization was founded in 1952, Pet Haven has always promoted fostering animals prior to adoption into new homes. Pet overpopulation is the number one crisis in animal welfare today. The funds would enable Pet Haven to build on our fostering program by providing a space that would be used for spay/neuter and public outreach.

Project Deliverables

1. Research and background information, sound in legal argument, that demonstrates the need for Pet Haven’s use of the bequeathed funds.
2. A case statement for the project that outlines the need.
3. Recommendations for how Pet Haven should move forward on the project.
4. A proposal draft and final version.
5. A property profile of one or two potential spaces for Pet Haven’s location.

We will expect monthly updates and progress reports. This may include several meetings with the Fund Committee to discuss progress and directions for the proposal. We also expect that the researcher/writer will be available for the hearing(s) in case their knowledge about the proposal is needed.

Timetable

September 15, 2008	RFP posted and available to applicants
October 15, 2008	Proposal submitted
October 21, 23, 25, 2008	Applicant interviews
October 30, 2008	Project award

Selection Process

Proposals will be reviewed by the Fund Committee, which includes four members of the Pet Haven Board of Directors. The determination will be made based upon the deliverables provided by the proposers and the qualifications of the proposers. Pet Haven reserves the right to accept or reject proposals based upon the best interest of the organization.