



REQUEST FOR LETTER OF INTEREST

Change Happens is a 501 (c)(3) nonprofit community-based organization located in Houston's Third Ward founded in 1989 with a mission to *empower people to help themselves*. Change Happens fulfills this mission by providing a variety of programs focused on delivering education, resources and support to low-income and underserved individual and families throughout the city of Houston. Each year, Change Happens empowers and educates over 100,000 individuals, helping to strengthen families and rewrite the statistics of our community. For more information, please visit our website at www.changehappenstx.org.

Change Happens! is currently seeking proposals for the services listed below. Interested parties should take notice and submit a letter of interest accordingly.

Information Technology Services– provide ongoing support and coordination to ensure proper implementation of new technology, general management and operation, along with maintenance and/or troubleshooting of existing systems.

Internal Audit– determine whether internal controls over financial and operating data are adequate and effective to provide reasonable assurance that financial and operating information is accurate and reliable; whether internal controls over compliance with laws, regulations, contracts, grants, policies, and procedures are adequate and effect to ensure that proper compliance actually occurs; whether controls over Change Happens operations provide reasonable assurance that Change Happens resources are used efficiently and economically; whether controls over operations and programs are adequate and effective to provide reasonable assurance that the operations and programs are being carried out as planned and that the result of operations are consistent with goals and objectives.

Human Resources– provide general Human Resources support to Change Happens administration; review current and historical overall compensation programs/philosophies and complete compensation study update based on current market data; review job descriptions and revise as needed; develop new job descriptions as needed; review existing human resources infrastructure; provide recommendation and strategies for development of revised and/or new processes, programs and practices on Human Resources matters; develop performance appraisal process and train Managers on goal setting, leadership, and communication as they relate to Change Happens operational values; Determine appropriate training and provide administrative support to deliver training; Provide support for implementation of policies and procedures and to support management

Nonprofit Legal Assistance– serve as contracted legal counsel providing legal advice, counsel, services, and consultation to the Board of Directors, Chief Executive Officer, and Senior Management team on a wide variety of subject matters, specifically legal guidance in dissolution of a joint venture between two nonprofit organizations as it relates to General Non-Profit Law, Labor Law, General State and Federal Laws Relating to Grant and Contract Issues, Public Discloser Issues, Contract Law, Purchasing and Procurement.

Questions

Please contact Change Happens via email at info@changehappenstx.org.

Letter of Interest Format

Letters of Interest must include, but need not be limited to, the following information:

- An introduction providing information on your business, including qualifications and accomplishments
- Prior contract experience, including examples of completed projects of a similar nature.
- At least three recent (within the last 5 years) client references complete with client name, service description, service length, contact name, address, and telephone numbers.

Due Date

Three (3) copies of the Letter of Interest should be delivered via hand delivery, fax, mail, or email by 5:00 PM CST, August 20, 2018, to the following address:

Change Happens!
Attn: Proposals
3353 Elgin Street
Houston, TX 77004
Email: info@changehappenstx.org
Fax: 713-651-8045

Selection Process

The evaluation process will consider the merits of letters of interest received by prospective vendors in line with Change Happens' stated objectives. Change Happens may also conduct reference checks to ascertain the quality of work performed previously. Those who appear best suited, in the sole determination of Change Happens, will be asked to participate in an interview to further evaluate their qualifications and discuss the scope of service in detail prior to submitting a proposal with associated fees.

Diversity Statement

Change Happens is an equal opportunity employer and supporter of workplace diversity and inclusion.

Limitations

Inquiry Only – No Contract This RFLOI is an inquiry only and no contract or agreement will be entered into as a result of this process. By responding to this document or otherwise participating in this process (incl. any one-on-ones), no contract or agreement will be formed and no legal obligation between Change Happens and the Respondents providing a response will arise. Individual firms or teams that have not responded to this RFLOI will not be precluded from participating in any future qualification processes. Change Happens is under no obligation as a result of this RFLOI and may decide to proceed or not to proceed with development of a RFP based on responses to this RFLOI and Change Happens reserves the right to proceed with other contract procurement means.

Right to Alter Change Happens reserves the right to alter this document, including any conditions and criteria outlined herein which may include, but is not limited to, deadlines for submissions. Change Happens reserves the right to cancel this RFLOI process at any time. Any notifications regarding alterations or cancellations of this document will be posted on the following website:
www.changehappenstx.org/opportunities.

Cost and Expenses – No Reimbursement Each Respondent is responsible for its own costs and expenses related to this process, including costs and expenses associated with preparing and submitting a response to this RFLOI, participating in the process, preparation of provisions and information, or attendance at meetings or interviews. No costs related to this RFLOI will be considered reimbursable by Change Happens.

Ownership of Submissions Change Happens will be entitled to retain all submissions and any other documentation received or related in response to this RFLOI. Change Happens will not offer any compensation for submissions or documents received in response to this RFLOI.

Non-Confidentiality of Information Respondents are advised that Change Happens is subject to the Freedom of Information Act with respect to any documents or other records provided to Change Happens and, by law, are subject to disclosure to the public upon request. Therefore, Respondents should consider any response to this RFLOI as a public document.

Conflicts Respondents should advise the Change Happens of any potential conflict of interests, in fact or in appearance.

RFLOI