



December 26, 2018

Leadership Tech Valley Class of 2019  
Capital Region Chamber Foundation, Inc.  
5 Computer Drive South  
Albany, NY 12205-1608

**Subject: Leadership Tech Valley Class of 2019 Project Request for Proposals (RFP)**

The Leadership Tech Valley (LTV) Class of 2019 is requesting written proposals for projects that will have a substantial positive impact on the Capital Region. LTV, an initiative of the Capital Region Chamber, is a dynamic, interactive program that provides skill development and community immersion experiences that enable participants to grow personally and professionally as they explore issues and opportunities in the Capital Region. This year's class of 38 professionals will provide their time, monetary donations, and expertise to provide a local entity with a one-time mission-driven project to be completed within approximately three months. The Class of 2019 is soliciting proposals per the qualifications and requirements contained herein.

**Timeline:**

The project schedule is outlined as follows:

- RFP Submissions due: January 23, 2019 @ 5 p.m. EST
- Notification of Award: February 11, 2019
- Project Completion Date: on or before May 30, 2019

**Inquiries:**

Please submit questions pertaining to this RFP to [ltvclass2019@gmail.com](mailto:ltvclass2019@gmail.com) by January 21, 2019. Responses will be generated as questions are received, and all questions and answers will be posted on the Leadership Tech Valley website ([www.leadershiptechvalley.org](http://www.leadershiptechvalley.org)) as soon as possible.

**Qualifications & Requirements:**

- The entity must be a 501(c)3
- All proposals must contain the attached form. Any proposals that fails to include the form will not be considered.
- The proposed project must be located within the immediate Capital Region (Albany, Saratoga, Schenectady, and Rensselaer Counties) and be able to be completed on or before May 30, 2019. Preference will be given to projects benefitting children, homeless, and/or underserved populations. The ideal project will provide a meaningful impact to the organization for years to come. The proposal should include information outlining this impact as well as the approximate reach it will have within the community.
- Proposals should include an itemized estimated budget (maximum of \$20,000).
- Please also provide a copy of your most recent Annual Report and budget, together with a current listing of your Board of Directors.

**CLASS OF 2019**

Crystal Alesio  
Community Miracles In Action, Inc.

Challen Banach, SI Group

Lauren Benz, MVP Health Care

Jennifer Cassidy  
American Red Cross, Eastern NY Region

Daniel Centi, First National Bank of Scotia

Sarah Clark, Voorheesville Public Library

Tess Cleary  
Northern Rivers Family of Services

Patricia Cooper  
Capital District Transportation Authority

Kevin Cordella  
Bank of America Merrill Lynch

Donna Cramer-Sharer, Colonie Youth Center

Dagna Cruz, Center for Disability Services

Matthew DeCrescente  
DeCrescente Distributing Company

Kelly Dombrowski, Schenectady ARC

Shannon Forkin, Dammable & McKee, LLP

Sandra Goldmeer  
Susan G. Komen Upstate NY

William Hanrahan, 109<sup>th</sup> Airlift Wing  
Stratton Air National guard Base

Kevin Healy, M&T Bank

Sasha Herzig, KeyBank

Jahkeen Hoke, 4<sup>th</sup> Family Inc.

Bridget Kennedy, Wildwood Programs

Tyler Kuznia, Rose & Kiernan, Inc.

Brittany Lawton  
Tangible Development, LLC

Michelle Martin, Latham Pool Products

Tamara Marziani, CDPHP

Carol Meyer  
Educational Opportunity Center, HVCC

Vincent Miles, KeyBank

Deneen Palmateer, Living Resources

Whitney Pangburn  
Marshall & Sterling Insurance, Upstate

Kelly Person, 109<sup>th</sup> Airlift Wing  
Stratton Air National Guard Base

Ravi Ramdath  
The Community Preservation Corporation

Maria Sgroi, MVP Health Care

Vincent Speenburgh, CDPHP

Katie Stott, BST & Co. CPAs, LLP

Samuel Trimboli  
The Golub Corporation/Price Chopper

Ariel White  
Schenectady Community Ministries (SICM)

Anna Wilkinson  
Northern Rivers Family of Services

Judith Wines, RCS Community Library

Christina Wozniak  
Carrow Real Estate Services

- Proposals should include estimated LTV person/member-hours required to meet the project timeline.
- The entity must be non-partisan, apolitical, and not solely religious in nature.
- The entity must not have received funding from Leadership Tech Valley in the past eight years.

**Evaluation Criteria:**

- 501(c)3 status required.
- Priority will be given to members of the Capital Region Chamber. LTV will only select a non-Chamber member organization if it provides services not available from an existing Chamber member and if the project benefits the community at-large.
- A list of Chamber members is available at <http://members.capitalregionchamber.com>
- Proposals will be reviewed and decided upon by the LTV Class of 2019.

**Proposal Response Instructions:**

Proposals must be emailed to [ltvclass2019@gmail.com](mailto:ltvclass2019@gmail.com) by 5 p.m. EST on Wednesday, January 23, 2019. No hard copies or faxes will be accepted.

Proposals must be submitted as one email with the following attachments:

- Proposal Cover Form
- Proposal Application
- 501(c)3 Letter of Determination
- Annual Report
- Budget
- Current listing of Board of Directors

Proposals that are missing any of the required content will be deemed incomplete and will not be considered.

Proposals that do not satisfy the deadline requirements will not be considered. LTV Class of 2019 reserves the right to postpone the notification of award. The successful respondent will be notified verbally, followed by written confirmation. Entities whose proposals are not selected will be notified in writing in February 2019.

Thank you and best regards,  
The Leadership Tech Valley Class of 2019

Leadership Tech Valley  
Class of 2019  
Request for Proposals

**PROPOSAL COVER FORM**

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_

**Main Contact Phone:** \_\_\_\_\_

**Main Contact Email:** \_\_\_\_\_

**Organization Website:** \_\_\_\_\_

**Is the organization a designated 501(c)3?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Is the organization a member of the Capital Region Chamber of Commerce?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Is the organization non-partisan, apolitical, and not solely religious in nature?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Has the organization submitted this proposal to Leadership Tech Valley in previous years?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, how many times?** \_\_\_\_\_

**Has the organization received funding from Leadership Tech Valley within the past 8 years?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Is this project currently being funded by any other source?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, by whom?** \_\_\_\_\_

**Please describe the geographic area to be served by this project:**

\_\_\_\_\_

**Class of 2019  
Request for Proposals**

**PROPOSAL APPLICATION**

- 1. Provide the mission of the organization and the populations served by the organization**

- 2. Provide a summary of the proposed project and the needs it will meet within the Capital Region community (please include here the expected involvement by LTV members)**

**3. Provide a timeline for the proposed project**

**4. Describe how the project will be sustained for years to come**

**5. Provide a proposed itemized budget, if applicable, including equipment and supplies, labor, in-kind funds, etc. (can also be submitted as separate attachment)**

**Additional Attachments: 1) Proposal Cover Letter 2) 501(c)3 Letter of Determination 3) Annual Report 4) Budget 5) Current listing of Board of Directors**

**Leadership Tech Valley  
Please submit your completed proposal to  
ltvclass2019@gmail.com  
by January 23, 2019 at 5pm**