

ISSUED BY

Black Cultural Zone CDC

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REQUEST FOR PROPOSAL

Issued: Spring 2026
Deadline: Rolling Review

RE: Government Funding Subject Matter Expert (SME)

1. PROJECT OVERVIEW

The **Centers of Excellence Network Foundation** is seeking an elite **Government Funding Subject Matter Expert (SME)** to join our **Strategic Collaboration Ecosystem**. This role supports the **Black Cultural Zone CDC** (our operational Strategic Management Services hub) and our broader network of programmatic corporations in scaling a **\$2.0B+** community-led ecosystem.

The Foundation serves as the **System Architect**, providing strategic oversight and fiduciary control, while the **Black Cultural Zone CDC** serves as the operational backbone, providing standardized shared services to subsidiaries focused on Real Estate, Culture, Land Stewardship, and Economic Empowerment.

2. THE STRATEGY: "SIRE"

We are moving from reactive grant-seeking to **Strategic Institutionalization and Resource Expansion (SIRE)**. We require an SME who can navigate the "Quiet Rooms" of high-stakes government funding and secure permanent community sovereignty.

3. SCOPE OF WORK

| AREA OF FOCUS | DESCRIPTION |
|---------------|--|
| RELATIONSHIPS | Identify and secure 1-on-1 meetings with Program Managers, Grants Management Specialists, or Agency Leads at local, state, and federal levels. |
| INVITATIONAL | Identify "Set-Aside" funds or pilot programs to secure Private Invitations to Apply not available to the general public. |
| POSITIONING | Facilitate inquiry meetings for open cycles to ensure the CDC is recognized as a high-priority "strategic partner". |
| AUDIT & DATA | Analyze historical data in Virtuous to "re-warm" lapsed funders and identify compliance KPIs for points-based scoring. |

- **The Vision:** Mobilizing two billion dollars in capital to anchor Black arts, culture, and economics through a high-fidelity governance model.
- **The Blueprint:** A strategic geographic intervention (the 60x60 Block Plan) designed to ensure permanent, non-displaceable community power.
- **The Governance:** The Foundation (System Architect) provides fiduciary oversight for specialized subsidiaries in Real Estate, Land Stewardship, and Culture.

THE 6-YEAR DATA BANK

- **Proven Impact:** Immediate access to 72 months of successful grant metrics, project pro-formas, and community engagement data.
- **The Engine:** A fully integrated tech stack (**Virtuous, ClickUp, Momentum**) containing thousands of clean donor and volunteer records.
- **The Vault:** Signature initiative templates and "Case for Support" assets ready for rapid remixing and deployment.

4. THE SUPPORT INFRASTRUCTURE

The selected SME will be integrated into a high-performance professional workflow:

- **Tech Stack:** Proficiency required in **Virtuous CRM**, **ClickUp**, **Smartsheets**, and **iWave**.
- **Production Engine:** Support from a dedicated **Proposal Architect** (Technical Writer) and **Packaging Specialist** (Graphic Designer).
- **Data Lake:** Full access to **6 years** of successful grant metrics and initiative templates.

5. COMPENSATION: REPLENISHABLE RETAINER

We utilize a **Deliverable-Based Draw-Down Retainer** model to ensure consistent partnership and accountability.

- **Monthly Retainer Balance:** \$3,000+.
- **Mechanism:** Fees are "drawn down" only upon successful completion of specific deliverables (e.g., cost per Funder Discovery Meeting).
- **Replenishment:** The Foundation replenishes the account to the agreed base level monthly upon invoice approval.

6. SUBMISSION REQUIREMENTS

Proposals must be **no more than five (5) pages** in PDF format and include:

- **Network Summary:** Overview of current active relationships within relevant government agencies.
- **Invitational Case Study:** One example of moving a funder from a general RFP to a private or discretionary invitation.
- **Technical Workflow:** Description of how you integrate **Generative AI** and CRM tools into prospecting.
- **Mock Fee Proposal:** List of service items and "draw-down" rates fitting the monthly range.
- **The Strategic Qualifier:** (300 words max) Describe your process for identifying a "Private Invitation" using our 6-year Data Bank before a public RFP is released.

Submit to: grants@blackculturalzone.org



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"Deep Roots. Bright Future."

60×60 Block Plan · Liberation Park · East Oakland
RFP Document · Spring 2026