New Mexico Beekeepers Association

REQUEST FOR PROPOSALS (RFP)

Consulting Services Described in Appendix A.

ORGANIZATIONAL PLANNING AND TRAINING RETREAT

New Mexico BeeKeepers Association

P.O. Box 7188

Albuquerque, NM 87194

RFP ID: 012018

Prepared By: Raymond Espinoza, Vice President NMBKA

Date: January 7, 2018

REQUEST FOR PROPOSAL

ORGANIZATIONAL PLANNING AND TRAINING RETREAT

Albuquerque, New Mexico

RFP ID: 012018

SUBMISSION DEADLINE: January 26, 2018

QUESTION SUBMISSION DEADLINE: JANUARY 17, 2018

Questions may be submitted in written form no later than January 17th 2018 to:

RFP Contact Name: Jessie Brown

Phone: 505-710-3277.

Email: [president@nmbeekeepers.org](mailto:president@nmbeekeepers.org)

Introduction

The New Mexico BeeKeepers Association invites and welcomes proposals for their Organizational Planning and Training Retreat project. We invite you to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received via mail by the date specified above under the “SUBMISSION DEADLINE”.

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIAL AND REFERENCES FOR PROPOSED CONTRATOR/S – NO EXCEPTIONS.*

PROJECT LOCATION

The bid proposal is being requested for Organizational Planning and Training Retreat which be held in Albuquerque location to be announced.

PROJECT OBJECTIVE:

The project will be a planning and training retreat to provide opportunity for its leaders to plan and affirm the organization’s mission, review performance, and develop consensus on a strategic direction for the volunteer organization.

Recommended objectives of the retreat are as follows:

* build relationships among members,
* discuss and affirm NMBKA’s mission and develop board and member responsibilities,
* review NMBKA’s performance and develop measurement tools,
* develop and train members on roles and responsibilities,
* Review NMBKA’s performance,

PROJECT SCOPE AND SPECIFICATIONS:

Details provided on attached document labeled **Document A.**

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the timeline shall be subject to change when deemed necessary by the board.

MILESTONES AND DEADLINES

Project to be completed prior to April 2018.

PROPOSAL BIDDING REQUIREMENTS.

PROJECT PROPOSAL EXPECTATIONS:

The New Mexico BeeKeepers association shall award the contract to the proposal that best accommodates the various project requirements. The association reserves the right to award the contract to more than one bidder and to refuse any proposal or contract without obligation to either the New Mexico BeeKeepers Association to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the New Mexico BeeKeepers association no later than January 26, 2018 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections, furthermore, the following criteria will be given considerable weight in the proposal selection process:

* Proposals received by the stipulated deadline, must be in correct format.
* Bidders performance history and ability to deliver proposed services as evidenced by prior performance or confirmed by references.
* Bidders ability to provide and deliver qualified personnel having the knowledge, skills and abilities required to effectively and efficiently execute proposed services.
* Overall cost effectiveness of the proposal.

New Mexico Beekeepers association shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

* Bidder’s Name(s)
* Bidders Address
* Bidder’s Contact Information (and preferred method of communication)
* Legal form of Bidder (e.g. sole proprietor, partnership, corporation, LLC)
* Bidders Federal Employee Identification Number
* Evidence of legal authority to conduct business in New Mexico (State Tax ID and Local Business registration)
* Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
* Organizational chart showing key personnel that would provide services to the New Mexico BeeKeepers Association.

Financial Information

* State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the Bankruptcy Code within the last 10 years.
* State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

* Summary of timeline and work to be completed.

Equipment or Service

* List any, and all, equipment or services required for this proposed project and the number of each.
* Detailed estimated cost for each piece of equipment or service
* List any or equipment or services required of a subcontractor, along with a brief explanation.
* List any accommodation, services, or space required from New Mexico BeeKeepers Association, along with a brief explanation.

Cost Proposal Summary and Breakdown

* A detailed list of any and all expected costs or expenses related to the proposed project.
* Summary and explanation of any other contributing expenses to the total cost.
* Brief summary of the total cost of the proposal.

Licensing and Bonding

* Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

* Details of any liability or other insurance provided with regard to the staff or project, if you carry insurance please be prepared to provide a certificate of insurance showing general liability coverage for errors and omission coverage.

References

* Provide 3 references

Bidder agrees that New Mexico BeeKeepers Association may contact all submitted references to obtain any and all information regarding Bidders performance.

**DOCUMENT A.**

Project Plan: New Mexico Beekeepers Association Board Retreat

Scope of Work

The New Mexico Beekeepers Association (NMBK) will retain a contractor to develop and conduct a half-day Board retreat. The project comprises the following services:

1.   Preparation of retreat agenda;

2.   Support on the preparation of materials for Board members and retreat presentation content on organizational and programmatic themes;

3.   Facilitation services during the retreat;

4.   A post-retreat summary memo capturing major themes and next steps; and,

5.   A post-retreat consulting session at staff’s discretion to support implementation of next steps.

Project Stakeholders

NMBKA Board of Directors. NMBKA’s Members.

Project Details

This retreat will provide an important opportunity for its leaders to discuss and affirm the organization’s mission, review performance, and develop consensus on a strategic direction for the volunteer organization. Recommended objectives of the retreat are as follows:

•   Build relationships among members,

•   Affirm NMBKA’s mission,

•   Review NMBKA’s performance,

•   Train members on roles and responsibilities of a nonprofit Board,

•   Develop a strategic focus for the next year,

•   Identify roles and responsibilities for action planning to support that focus.

The agenda will comprise the following key elements:

•   An exercise that allows Board members to continue to get to know one another and build relationships,

•   Presentations by key members on programmatic and financial performance to date,

•   Facilitated discussion on strategic direction,

•   Facilitated discussion on deployment of Board members to execute that focus.

Facilitator will provide a memo following the retreat that provides a summary of the day’s work and outlines next steps the group agreed upon as well as any pertinent recommendations.

1. Organizational background

The New Mexico Beekeepers Association is the statewide association dedicated to informing and inspiring persons interested in beekeeping and educating the general public. The purpose of the New Mexico Beekeepers Association as a non-profit organization is to promote a standard of excellence in beekeeping, assist members and all others interested in bees with essential beekeeping skills, disseminate the latest beekeeping information, encourage new beekeepers, facilitate the exchange of bees, bee products, and beekeeping equipment, to provide those interested in bees the opportunity to share the ‘bee story’ on an occasional basis, be an advocate for bees and beekeeping and healthy pollinator habitat.

1. Short project description

Strategic planning session to help the honeybee community develop a focus for the next year, and build relationships among the board and community leaders. Affirm NMBKA’s mission and review NMBKA’s performance.

1. Project requirement and project objectives

Preparation of strategic planning session agenda. Interview stakeholders and preparation of materials. Facilitate session with NMBKA board and community leaders. In addition, provide a post-session overview and be available in the future to consult at group’s discretion with the facilitator.

1. Project budget not to exceed $2999.00.