

ZETA PHI BETA SORORITY, INCORPORATED

CENTENNIAL COMMISSION

REQUEST FOR PROPOSAL (RFP) TO RETAIN ADMINISTRATIVE SERVICES

INTRODUCTION

Zeta Phi Beta Sorority, Incorporated (the "Sorority") is requesting proposals for executive support in executing all aspects of the Centennial Commission's work (the "RFP"). Bidders must be (1) members of the Sorority or (2) a firm with at least 50% of ownership held by a member of the Sorority. For purposes of this RFP, a "firm" simply means any corporation, partnership, LLC, LLP, etc.

All information provided by the Sorority in connection with the RFP, including the fact that the Sorority has issued the RFP and is conducting a bidding process to select a service provider, is considered the Sorority's confidential and proprietary information and must not be disclosed to anyone outside of your firm or the Sorority without the Sorority's prior written approval. All proposals and other documentation submitted in response to the RFP:

- a. Become the Sorority's property.
- b. Will not be returned by the Sorority.
- c. Must be clearly marked as confidential, if you/your firm considers any material or information contained in its proposal or other documentation confidential.

Response Deadline

All proposals submitted in response to this RFP, which are limited to seven (7) pages, must be received by the Sorority no later than 5:00 p.m. Washington, D.C. time on Friday, February 28, 2018.

The Sorority reserves the right to:

- a. Reject any proposal that is not received by the response deadline or is otherwise nonresponsive to the RFP.
- b. Reject any or all proposals submitted in response to the RFP.
- c. Request additional information from any submitter.
- d. Withdraw the RFP at any time and for any reason.
- e. Make multiple or partial bid awards.

SCOPE OF SERVICES REQUIRED

The selected bidder will provide the services described on **Exhibit A** of this RFP.

TERM OF CONTRACT

The Sorority will award a contract to the selected bidder for a term of approximately thirty-six (36) months, commencing on the date set forth in the definitive agreement setting forth the terms and conditions of the engagement.

PROPOSAL CONTENTS

A response to this RFP must be compiled into a single PDF with the file name to following the following naming convention: Centennial Commission Executive Assistant Submitter First Name Submitter Last Name. The PDF must be submitted via the following link: <http://zphib2020.com/request-for-proposals/> The response must include the following sections in the order listed:

- a. A transmittal letter that:
 1. is signed by the bidder or authorized representative of the bidder if same is a firm; and
 2. identifies all materials and enclosures being forwarded in response to the RFP.
- b. An executive summary.
- c. The bidder's responses to the questions set forth below. Bidders should answer all questions in the same order as listed in this RFP.
- d. Any member of the Sorority who works on this project must not currently be subject to disciplinary action within the Sorority. If a member of the Sorority who is proposed to work on the project has been subject to disciplinary action in the past, such disciplinary action must be disclosed within the response.

Background and Qualification

- a. Provide your/your firm's:
 1. legal name;
 2. address for correspondence; and
 3. address of each office at which services will be provided, if more than one.
- b. Indicate the date your firm was established or the date you started providing services similar to those described in this RFP.
- c. Describe how your/your firm's background are pertinent to the requested services in this RFP.
- d. Identify any outside vendors that you/your firm may use to provide the services required by this RFP and describe how those vendors will be managed.
- e. Describe any relevant special services you/your firm provides, particularly those that may not be offered by other bidders.

- f. Describe how you/your firm would approach:
 - 1. its delivery of the work; and
 - 2. keeping the Sorority informed of status on outstanding deliverables.
- g. Provide a representative listing of similar past engagements.

The following items only need to be addressed if the bidder is a firm.

- h. If this bid is being submitted by a firm, the firm must be owned at least 50% by a member of the Sorority. In your response, indicate whether your firm has changed its ownership or structure in the past three years. If so, explain the circumstances requiring this change. If your firm anticipates making any significant changes to its ownership and structure in the future, please describe.
- i. If this bid is being submitted by a firm, describe your firm's anti-discrimination and affirmative action/equal opportunity policies.
- j. If this bid is being submitted by a firm, describe the participation of women and minorities in your firm by stating:
 - 1. the number of women in executive leadership
 - 2. the number of minorities in executive leadership; and
 - 3. the percentage of your firm that is owned by women and minorities.

Pricing

Provide the proposed hourly rate or an alternative fee proposal for performance of the work.

Staffing

It is the Sorority's preference that there be a single point of contact to handle the Sorority's scope of work. With this preference in mind, please describe your proposed staffing, including:

- a. Identifying the responsible person leading your firm's professional team, including all contact information for that person.
- b. Identifying all other individuals selected to perform the work described in this RFP. Provide each person's contact information and location.
- c. Describing the role each individual would play in performing the work and approximate percentage of the work they would perform.
- d. Describing the professional qualifications and experience of each person involved in handling the work, including:
 - 1. education;

2. number of years engaged in performing work relevant to the scope of work in this RFP; and
 3. area(s) of specialization.
- e. Whether or not selected to become part of your firm's professional team for the scope of work, please list any professional or personal relationships any of your firm's attorneys may have with the Sorority's officers, directors, or employees that go beyond having common membership in the Sorority. Examples would be intake sister, family member, business partner, etc.

References

Provide two client references for whom you/your firm has performed work similar to that requested in this RFP. For each client, provide:

- a. Client name and address.
- b. The telephone number and email address for a client contact person.
- c. A description of the scope of the project performed.
- d. The duration of the client relationship.

The Sorority will contact a bidder's references only if the bidder is short-listed after initial review of all submitted proposals.

Insurance and Liability

- a. Describe the levels of coverage you/your firm has for errors and omissions insurance and any professional liability insurance, if any.
- b. Describe your disaster recovery plan and facilities.
- c. Describe measures that you currently undertake or plan to undertake to protect the Sorority's information against cyber security risk.

Other Information (Optional)

Provide any additional information that you believe is relevant to this RFP and you/your firm's capability to provide the services requested.

EVALUATION PROCEDURE AND CRITERIA

The Sorority will review all submitted proposals to determine responsiveness to the RFP and may reject any nonresponsive proposal.

The Sorority will evaluate all submitted proposals with the objective that the selected bidder:

- a. Clearly demonstrates a thorough understanding of the engagement's scope.

- b. Has a demonstrated record of success on past similar engagements.
- c. Possesses adequate resources to handle all assigned responsibilities, including technology that is compatible with the Sorority's.
- d. Assigns highly experienced, responsive, and professional people, if applicable.
- e. Maintains high ethical standards.
- f. Prices its services competitively.
- g. Is in good standing with the Sorority and does not have a history of disciplinary action that is inconsistent with handling the work described in this RFP.

After the Sorority's review of all submitted proposals, it may (but is not required to) invite a short list of semi-finalist bidders to meet with the Sorority representatives no later than February 26, 2018 to introduce their professional team and to make a presentation of their qualifications to the Sorority. All costs of responding to the RFP, including making a presentation to the Sorority and any related travel expenses, are the responsibility of the responding bidder.

The Sorority expects to notify the selected bidder in writing by March 1, 2018 and award the contract no later than March 15, 2018. However, the Sorority, in its sole discretion, may or may not make an award to any bidder and reserves the right to reject any and all proposals submitted in response to the RFP and to alter the review timeline.

CENTENNIAL COMMISSION CONTACT INFORMATION

If you have any questions concerning this RFP, please email: CentennialStaff@zphib2020.com by February 20, 2018. Bidders are prohibited from contacting any other the Sorority member or other representative about this RFP. Failure to adhere to this requirement will be grounds for disqualifying your proposal.

If appropriate, the question (without identification of the questioner) and its answer will be emailed to all parties indicating an interest in responding to the RFP.