



Request for Proposals: CARE Board Retreat Facilitator

On behalf of its sponsored project, Andy Hill Cancer Research Endowment (CARE) Fund, Evergreen Social Impact is soliciting proposals for a skilled facilitator to partner with staff to plan, facilitate and document conclusions resulting from a full day Board of Directors retreat. The Board retreat will be in-person in Seattle on May 22, 2024. At the retreat the Board will have a discussion on progress to-date on the current strategic plan (Jul 1, 2023 – Jun 30, 2026) and begin future planning. The facilitator will support the Board retreat by providing planning, day-of retreat management and post-retreat assessment and identification of next steps.

Date Issued: November 16, 2023

Proposals Due: December 15, 2023, 5:00 p.m. PT

Estimated Term: The estimated term of this subcontract will be January 16, 2024 – June 21, 2024, with the option to extend or renew thereafter upon mutual agreement of both parties.

Cost Proposal: Not to exceed \$25,000

Contact Person: Joseph Sparacio

Contact Email: joseph@wacarefund.org

Andy Hill CARE Fund Background

The Andy Hill Cancer Research Endowment (CARE) Fund was established in 2015 to make grants for the promotion of cancer research to improve the quality of life for the people of Washington. The Fund's objectives are to optimize the use of public funds to prioritize research with the greatest potential to improve health outcomes; leverage our state's cancer research facilities, talent, clinical and therapeutic resources; and positively impact our economy through requiring matching funds, creating jobs, encouraging investments, and advancing our biotech, medical device, and health care information technology industries. Historically, the CARE Fund generally awards a total of up to \$10 million per year in grants.

Evergreen Social Impact (ESI) Background

ESI (www.evergreensocialimpact.org) is a 501c3 tax-exempt, Washington State nonprofit corporation. ESI was founded in April 2021 and launched operations on July 1, 2021. ESI is a fiscal sponsor organization that provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions. ESI can act as a 'nonprofit incubator' for new entities that are in start-up mode or as a long-term administrative home for tax-exempt and public/private partnership organizations.

Opportunity and Scope of Work

Opportunity

The CARE Board in 2023 developed a three-year Strategic Plan for the period Jul 1, 2023—Jun 30, 2026. The Board will meet on May 22, 2024, for its annual retreat at which time it will have a discussion

on progress to-date on the Strategic Plan’s implementation. A contractor will be selected to partner with staff in retreat planning, day-of retreat management, and post-retreat follow up.

Services to be Performed

Contractor will support CARE Fund with facilitation of the Andy Hill CARE Fund’s May 2024 Board Retreat.

Deliverables

The work performed is expected to produce the following:

Retreat Planning:

- Develop a method/tool and solicit, review and synthesize the Board’s self-assessment.
- Develop a method/tool and solicit, review and synthesize input from the Board which could include phone calls or emails with individual board members.
- Meeting(s) with the CARE Fund Executive Director, Deputy Director, and/or Board Chair to discuss feedback and plan for the Board Retreat and Retreat Summary Report.
- In consultation with CARE Fund staff, draft a Strategic Plan mid-point progress report and other retreat materials to be sent to the Board no later than April 15, 2024. Materials will include an Agenda with clear objectives, a summary of progress to-date in terms of implementing the current Strategic Plan, and supporting/background materials.

Day-of Retreat:

- Facilitate the May 22, 2024 CARE Board meeting. Work with CARE Fund staff to coordinate capturing meeting notes, including decisions and follow-up items.

Post-Retreat:

- Develop and deliver a Retreat Summary Report that will document results of the retreat and identify next steps, if any.
- Contractor will deliver electronic copies of all materials, in a mutually agreed upon editable format, to the CARE Fund.

Timeframe

The following is the anticipated timeframe of the RFP, services, and deliverables to be provided.

Deliverable	Date
Issue Request for Proposals	November 15, 2023
Proposals due	December 15, 2023
Evaluate proposals	December 18 – December 31, 2023
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful Proposers	January 3, 2024
Negotiate contract	January 4, 2024 – January 11, 2024
Earliest date contract may be signed	January 12, 2024
Begin engagement <ul style="list-style-type: none"> • Develop, solicit, review and synthesize Board self-assessment • Develop, solicit, review and synthesize Board input • Develop plan for Board Retreat and Retreat Summary Report 	January 16, 2024

<ul style="list-style-type: none"> Draft Strategic Plan mid-point progress report, agenda and other retreat materials 	
Send Board Retreat prepaket	April 15, 2024
Board retreat	May 22, 2024
Deliver first draft of Retreat Summary Report to CARE Fund staff for review	June 7, 2024
Deliver final Retreat Summary Report to CARE Fund staff	June 21, 2024

ESI reserves the right, at its sole discretion, to revise the above timeframe, with or without notice.

Proposal Submission

Required Components and Content

To simplify the evaluation process and obtain maximum comparability, please organize your proposal into the following components:

1. Executive Summary
Describe your understanding of the work to be performed, the estimated fees (hourly rate, estimated hours required to execute on the scope of work, a total not to exceed proposed fee), and your ability to perform the work within the time frame provided.
2. Proposed Scope of Work and Timeline
3. Professional Experience
Describe qualifications for this engagement. This could include resume(s), CV(s), and links to websites and/or LinkedIn profiles that highlight capacities to successfully perform the functions outlined in this RFP.
4. Proposed Detailed Budget
Evergreen Social Impact has budgeted an amount not to exceed Twenty-five Thousand Dollars and no cents (\$25,000.00) for this project. Proposals in excess of this amount will be considered non-responsive and will not be evaluated. Any contract awarded as a result of this RFP is contingent upon the availability of funding.

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose Proposal best meets the requirements of this RFP. However, Proposers are encouraged to submit Proposals that are consistent with the conservation of resources.

Identify all costs in U.S. dollars detailing expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Proposer is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Proposers are required to collect and pay Washington state sales and use taxes if applicable.

Costs for work to be completed by subcontractors are to be broken out separately.

5. Additional Questions/Information

- a. Identify if the proposal is from a registered minority-owned, women-owned or veteran-owned small business (per the Office of Women and Minority Business Enterprises under the Revised Code of Washington chapter 39.19 or as certified by the Washington Department of Veteran Affairs).
- b. Speak to your commitment to diversity, equity, and inclusion.
- c. Speak to any value-adds you and/or your entity may offer if engaged by Evergreen Social Impact.
- d. Provide any additional information, not specifically requested, but that you believe would be useful in evaluating your proposal.

Method of Submittal

Proposals should be submitted via email, no later than **December 15, 2023, 5:00 p.m. PT**, with “RFP: CARE Board Retreat Facilitator” in the subject line, to Joseph Sparacio at joseph@wacarefund.org. Questions regarding this RFP may also be addressed to this same email address.

Proposals not submitted per the above proposal submission guidelines may be considered non-responsive and not be evaluated.

Evaluation of Proposals

Finalists may be asked to submit additional materials, including references.

Total compensation under this contract will be based on the following criteria:

- Price (inclusive of travel and other routine business expenses)
- Prior experience
- Qualifications
- Responsiveness of the proposal
- References, if requested

ESI will evaluate and award the contract to the submitter whose proposal is deemed to be in the best interest of ESI and CARE Fund.

Thank you for your time and consideration of this Request for Proposal.

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**Request for Proposals: CARE Board Retreat Facilitator
Addendum #1
December 7, 2023**

Additional Information:

1. CARE Fund's most recent Annual Report, for the period July 1, 2022 – June 30, 2023, is expected to be published on CARE Fund's website and in its newsletter before the end of calendar year 2023.
2. CARE Fund's most recent Strategic Plan, for the period July 1, 2023 – June 30, 2026, is expected to be published on CARE Fund's website before the end of January 2024.
3. CARE Board has not previously engaged in formal self-assessment.
4. CARE Board self-assessment is the only assessment needed for the purpose of this RFP.
5. The Board retreat is scheduled for 5/22/24 in Seattle, for approximately 3/4 day (6 hours), plus set up.

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