



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 28, 2025. 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 adopt a new three year plan (Jul 1, 2025 – Jun 30, 2028). The facilitator will support the Board retreat by providing planning, day-of retreat management, and post-retreat assessment (including identification of next steps, if any).

Date Issued: September 18, 2024

Proposals Due: October 10, 2024, 5:00 p.m. PT

Estimated Term: The estimated term of this subcontract will be December 2, 2024 – June 18, 2025, 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 in-person on May 28, 2025, for its annual retreat at which time it will have a

discussion on progress to-date on the Strategic Plan's implementation, recommendations from an External Advisory Committee with national expertise, and adopt a new three year plan. 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 planning, preparation, facilitation, and reporting of the Andy Hill CARE Fund's May 28, 2025 Board Retreat.

Deliverables

The work performed is expected to produce the following:

Retreat Planning:

- Work with CARE Fund staff to develop and implement an agenda for the CARE Board May 2025 retreat, for the primary purpose of reviewing strategic plan progress to date and adopting a new three-year plan.
- Conduct a Board self-assessment, using the assessment tool developed for the 2024 retreat to track progress, and prepare a report on progress.
- Solicit and synthesize input from Board members which may include emails, phone calls and/or virtual meetings.
- Meet with the CARE Fund Executive Director, Deputy Director, and/or Board Chair to discuss feedback and plan for the Board Retreat.
- Incorporate recommendations from an External Advisory Committee to inform strategic planning. (Management of the External Advisory Committee is not part of this contract.)

Materials preparation:

- In consultation with CARE Fund staff, prepare materials for distribution to the CARE Board to occur no later than April 15, 2025:
 - Progress report on the current Strategic Plan
 - A retreat agenda with clear objectives
 - A board self-assessment report

Day-of Retreat:

- Facilitate the May 28, 2025 CARE Board meeting to include:
 - Board self-assessment results
 - Progress report on the current Strategic Plan
 - Develop next three-year strategic plan, including identifying areas to continue, stop, or create, as appropriate.
- Work with CARE Fund staff to coordinate capturing meeting notes, including decisions and follow-up items.

Post-Retreat:

- Develop and deliver a written 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	September 18, 2024
Proposals due	October 10, 2024
Evaluate proposals	October 11 – October 21, 2024
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful Proposers	October 22, 2024
Negotiate contract	October 22, 2024 – October 30, 2024
Earliest date contract may be signed	October 31, 2024
Services/deliverables, including: <ul style="list-style-type: none">• Develop plan for Board Retreat and Board self-assessment• Schedule times to solicit Board input in the new year	December 2, 2024
Services/deliverables (continued), including: <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• Incorporate recommendations from External Advisory Committee into retreat planning and materials• Develop retreat materials	January – April 2025
Send Board Retreat draft pre-packet for the Chair’s review	April 15, 2025
Send final meeting packet to the CARE Board	April 28, 2025
Board retreat on-site	May 28, 2025
Deliver first draft of Retreat Summary Report to CARE Fund staff for review	June 9, 2025
Deliver final Retreat Summary Report to CARE Fund staff	June 18, 2025

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. Address your commitment to diversity, equity, and inclusion.
- c. Address 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 **October 10, 2024, 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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