



Request for Proposal

FCCLA Leadership Conference Coordinator

Our organization is accepting proposals for our leadership training and conference management entities for our organization for Leadership Conferences. We invite your firm to submit a proposal to us by April 11, 2025, for consideration. A description of our organization, the services needed, and other pertinent information is as follows:

California FCCLA

California FCCLA is a 501 (c) (3) nonprofit organization. It is a Career Technical Student Organization that is for Family and Consumer Sciences students and sponsored by California Department of Education. The organization's financial affairs are managed through an elected Board of Directors. The organization provides leadership training and opportunities for middle and high school students enrolled in Consumer and Family studies Education Program or a Family and Consumer Sciences related occupations career pathway program.

The leadership conferences provide leadership training in the forms of industry tours, student workshops, a college and career fair, competitive recognition events, recreational events, general conference sessions, and student committees.

Services to Be Performed

A. Serve as Convention Coordinator at the conference.

B. Provide on-site logistical coordination and audio-visual technical assistance for the annual leadership conferences. This includes: securing convention sites, and securing contracts for conference sites, managing registration and on-site emblematic materials sales, overseeing and handling facilities, this includes making sure the rooms are set up and ready for the use of that space during the correct time. manage catering of meals provided in the conference, arrange bus transportation for any conference functions requiring such, contract and arrange for speakers, recreational activities or entertainment based on specific requests from the client, prepare and send out conference information to attending chapters based on information provided by the client. All materials made for use by California FCCLA will remain the property of California FCCLA for edit or use.

C. Organize, layout, and supervise the leadership conference program/app based on information provided by California FCCLA.

D. Manage housing requests made by the client including oversight of overflow situations. This includes securing contracts for the lodging.

E. Attend planning meetings throughout the year as scheduled by the board to gather information and input from the student council on desired activities.

F. Be present at the conferences during all scheduled events, staggering staff as needed.

Estimated Project Duration

The contract will take place from July 1, 2025, through June 30, 2026. The contract may be renewed annually upon a board vote, or a multi-year contract may be requested upon board satisfaction after the first year.

Assumptions and Agreements

Contracts cannot be self-renewing. Proposals will not be returned, and the Board of Directors reserves the right to dismiss any proposal for any reason. All products and work generated while under contract with California FCCLA becomes the whole and sole property of California FCCLA.

Your Response to This Request for Proposal

In responding to this request, we request the following information:

- 1. Detail your firm's experience in providing financial services to companies in the not-for-profit sector, as well as nonprofits of a comparable size to California FCCLA.*
- 2. Provide information on your relationships with related industry associations or groups.*
- 3. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.*
- 4. Identify the coordinator and all consultants who will be assigned to our job if you are successful in your bid and provide biographies. Indicate any complaints against them that have been brought up currently or in the past.*
- 5. Set forth your fee proposal for the 2025-26 bid, with whatever guarantees can be given regarding increases in future years.*
- 6. Provide any value-added services that are included within the fee quote set forth related to number 5.*
- 7. Provide the names and contact information for other similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.*

Submission Information

Complete bids must be submitted by April 11, 2025, to Maria Freitas, Financial Services, by email at mfreitas@ca-fccla.org.

For Additional Information or Clarification

Please contact Maria Freitas, Financial Services, by phone at 209-744-1979 or by email at mfreitas@ca-fccla.org or email Tiffany Fujita, California FCCLA Board President at fcllabod@ca-fccla.org

Evaluation of Proposals

California FCCLA will evaluate proposals on a qualitative basis. This includes our review of the firm's costs for services, interviews with senior engagement personnel to be assigned to our organization, and the firm's completeness and timeliness in its response to us.

Anticipated Selection Schedule

RFP will be released and advertised by March 11, 2025. Complete bids must be submitted by April 11, 2025. Selection and contract negotiation will be completed by May 31, 2025. The contract will begin November 1, 2025.