

REQUEST FOR PROPOSAL

RE: Gen D Ignite Facilitator

Jan 2, 2023

Responses Due: Close of business (5:00 pm EST), January 18th, 2023.

Background: Gen D Ignite is a seven-month long educational program for early career professionals who are looking to grow their leadership skills, expand their personal and professional networks and more deeply engage in the Dayton community. The first Gen D Ignite Cohort will kick off in May 2023 and will include 25 participants.

Scope of Work: The Dayton Area Chamber of Commerce (“Chamber”) is seeking a qualified facilitator to provide the following consultative services to support Gen D Ignite for a contracted period of one-year, with two automatic annual renewals subject to performance. The term will begin May 18th, 2023

1. Facilitate opening retreat (incl. overnight stay).
 - a. 2023 Date: May 18th (2 PM-7 PM) through May 19th (9:00 am – 4:00 pm).
2. Facilitate closing retreat
 - a. 2023 Date: October 26 (9:00 am – 4:00 pm).

Desired Goals of the Retreats:

1. Establish a safe space for participants to share their personal and professional goals, challenges and stories.
2. Promote cohort bonding- begin to establish connections that will build over the course of the cohort journey.
3. Outline goals of the program- including surveying the class for desired topics to cover.
4. Peel back the “public persona” of these early career professionals to provide an opportunity for genuine & honest sharing and feedback.
5. Establish boundaries for the retreat experiences- taking into account diverse experiences and backgrounds of cohort members.
6. Closing retreat only - synthesize the 7 month learnings and provide an opportunity to reflect on the journey while planning for the next steps, how to take these learnings into the next stages of their careers.

Request for Proposal Criteria: Each Request for Proposal (RFP) will be evaluated according to the following criteria by a committee including staff and Chamber volunteers:

1. Facilitator is connected to a Chamber member organization in good standing.
2. Prior success in facilitating group retreats service for its clients. Applicants should highlight examples.
3. Experience and qualifications of the facilitator.
4. Fees and costs per opening and closing retreats. Lodging for opening retreat and meals provided by the Chamber. Time estimated at approximately 20 hours of hands on instruction/facilitation over both sessions.



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Submittal Requirements: Interested firms should submit a written proposal, which includes:

1. Maximum of two pages to address the RFP criterion (1-4 above) and plan for reaching desired goals in scope of work.
2. Proposal Due Date: Wednesday January 18th.
3. Proposal Time: 5:00 pm EST
4. Submissions must be returned via .pdf in an email by the due date.

Please remit to: Stephanie Keinath (skeinath@dacc.org).

Follow-up phone / virtual interviews may be requested selected firms between January 23-25th, 2023. A final decision is projected for January 27th, 2023. If no firms match criterion, Chamber holds the right to extend the RFP bid due date.

Questions must be submitted directly to skeinath@dacc.org. Responses will be shared with all respondents.