

Florida Engineering Society – Request for Proposal (RFP)

The Florida Engineering Society (FES) is interested in a proposal from your firm. FES is planning an assessment of the Society, its practice sections including Florida Institute of Consulting Engineers (FICE), and its partnership with non-profit Florida Engineering Foundation (FEF), to identify recommendations on how to improve or expand FES's value to members, contributors, stakeholders, the engineering community, and recipients of its programs. FES understands that its ability to increase revenues and raise funds is directly related to an assessment of its value.

The proposal shall include a scope of services, proposed fee, and preliminary schedule. The work does not include soliciting for donations. The work shall include description of how an assessment can be conducted, what deliverables will be included, and timelines thereof. Proposal shall include references with contact information, that FES at its discretion, may contact, to learn about that organization's experience with your firm's past work. The proposal shall address the following:

- Develop an understanding of how FES is structured and how it operates. Assess existing fundraising efforts, what is working well and what is not, and how they might be expanded and improved.
- Evaluate the strategic priority initiatives and programs of FES, FICE, and FEF; and recommend how to develop and maximize revenues and fundraising returns for those initiatives and programs. The evaluation shall focus on non-dues revenues. Recommendations shall include program revisions if any; suggested entities or business sectors that FES could pursue for raising funds; and new methods or techniques that FES could employ to expand and improve fundraising.
- Describe results of the assessment, evaluation, and recommendations in a written report to be submitted upon completion of work. It is anticipated that a maximum of four months will be needed to perform the work. A draft report shall be submitted for review at least one week before presentation. Submittal shall include four hard copies and an electronic version that can be transmitted via email. Presentation of findings to FES and FICE Boards of Directors shall be given in person at either their November 2013, or their February 2014, board meetings, exact date to be determined later.

Response is requested by May 15, 2013. Proposal shall be limited to a maximum of 20 double-sided pages. FES intends to request your firm to give a presentation to each the FES and FICE Boards of Directors, on June 13 and 14, respectively, in Palm Coast, Florida. The presentation shall be approximately 15 to 20 minutes with up to 10 or 15 minutes of follow-up question-and-answer session.

Questions about this RFP may be directed (in writing only please) to Frank Rudd or Kelly Harris at <email> <phone> <address>.