



KAMLOOPS CHAMBER
OF COMMERCE
YOUR BUSINESS CONNECTION

**REQUEST FOR PROPOSALS
LEADERSHIP DEVELOPMENT PROGRAM
RELEASED: JUNE 21, 2017**

PURPOSE OF THIS REQUEST

The Kamloops Chamber of Commerce strives to foster business success and provide education and professional development opportunities for the business community. The goal of the Leadership Development program is to offer information, tools and skills to help develop our local leaders.

The purpose of this RFP is to secure a facilitator for the 2018 and 2019 Kamloops Chamber Leadership Development Program. The program should span multiple months.

FACILITATOR BENEFITS

- Company exposure in Chamber communications leading up to the program
- Hyperlink in events e-bulletin to your company website
- Company logo displayed on program materials
- The Kamloops Chamber of Commerce will be responsible for registrations and room setup
- Facilitator will receive a list of participants including contact information

ELIGIBLE BIDDERS

- Certification in leadership through acquired education or a combination of education and experience that demonstrates expertise in the topic areas proposed
- A minimum of 3 years leadership training experience required
- Delivered by a person with a passion for speaking and who possesses strong presentation skills
- Preference will be given to Chamber members
- Presentations that attempt to market or sell additional products or services will not be considered
- Open to negotiating outcomes and program details based upon Chamber need

PROGRAM DETAILS

Program should meet the following requirements:

- Multi-month program
- Participants to receive materials to work with during the sessions
- Ability to deliver program in 2018 and 2019
- Ability for participants to demonstrate learning outcomes
- Chamber certification awarded upon completion
- The Chamber's goal is to conclude this annual program with a leadership certification during our annual Leadercast Conference (May of each year).

Acacia Schmietenkop | Events Coordinator

Kamloops Chamber of Commerce

250.372.7722 | events@kamloopschamber.ca | kamloopschamber.ca



PROPOSAL GUIDELINES

All submissions must contain the following information in as much detail as possible, on a maximum of four pages:

- Outline of program content including:
 - Components of leadership presented in each program
 - Learning outcomes for each session
 - Overarching theme(s) for the annual program
 - Example of schedule and day structure (game play, book learning, homework, etc.)
 - Length of each “teaching day” (2 hours, ½ day, full day etc.)
 - Number of sessions per calendar year
 - Frequency of sessions (weekly, monthly, quarterly)
- Personnel
 - Main facilitator name and experience overview
 - Additional presenters or facilitators name(s) and experience overviews
- Financial overview including:
 - Minimum number of attendees to proceed
 - Budget for the program broken down by session
 - Your required fees
 - Please Note:** The Kamloops Chamber of Commerce will work with the facilitator to develop a registration fee structure.
 - Overview of who will pay any costs associated with program
- Marketing
 - Suggest types of promotional statements/images to create (to use in advertising)
 - Please note:** The marketing plan will be built by the Kamloops Chamber of Commerce.
- Mechanics
 - A/V requirements
 - Proposed start and end times for each session
 - Type of seating (classroom, boardroom, open square, square, etc.)
 - Desired transition protocol if venue changes occur in a workshop day either due to an activity or unforeseen issue
- Testimonial(s) or referrals from two (2) past clients and / or video of past workshops / seminars / development programs

KEY DATES

Please be advised of the following important dates:

- July 21 at 4:00pm | Submission deadline
- August 18 by 4:00pm | Program awarded to successful bidder, all bidders will be notified
- September 1 from 9:30am – 12:30pm | Initial meeting with Kamloops Chamber of Commerce
- Spring 2018 | Anticipated program launch

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SUBMISSION DEADLINE

Proposals must be received in the Kamloops Chamber of Commerce office **no later than 4:00 pm on Friday, July 21.**

Please submit proposals to:

Acacia Schmietenknop

Email: events@kamloopschamber.ca

Mail or in person: 615 Victoria Street, Kamloops, BC V2C 2B3

Presentations will be evaluated by the Chamber Events Committee and all bidders will be notified of the committee's decision by August 18, 2017.

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