



**Coastal Interpretive Center
Request for Quotes
Board Retreat Facilitator**

The Coastal Interpretive Center (CIC) seeks a Retreat Facilitator with expertise in team-building, trust, and communication. The Retreat Facilitator will lead planning and facilitation of a one-day retreat for the CIC Board of Directors on Friday, May 5, 2023 from 9:00am to 4pm PST. The venue for the retreat will be the Ocean Shores Public Library Meeting Room, with a lunch-time off-site session at the Damon Point Tide Pools.

Quotes are due by Close of Business (COB) March 22, 2023.

The theme for the Board Retreat will be, “Establishing authentic, trusting relationships within the Board and between Board members.”

The objective of the Board Retreat is to create an environment in which to:

- Explore and acknowledge diverse experiences, cultures, and dynamics among CIC Board members, constituency, and visitors; and
- Build consensus on strategies to deepen authentic interpersonal communication, trust, and decision-making.

Description of Work and Deliverables

The CIC Board Retreat Facilitator will:

- Review provided CIC background materials;
- Meet with the CIC Board President and Past-President (via Zoom or in-person) **[Deliverable]**;
- Develop and conduct a pre-retreat survey for the board members **[Deliverable]**;
- Present and discuss the draft retreat agenda with the CIC Executive Committee (April 7, 2023, either in-person or via Zoom) **[Deliverable]**;
- Final Retreat Agenda complete (April 14, 2023) **[Deliverable]**;
- Facilitation materials, activities, and Board pre-work (must be submitted to the Board no later than April 21, 2023) **[Deliverable]**;
- Facilitate the CIC Board of Directors Retreat (May 5, 2023, 9am-4pm PST) **[Deliverable]**;
 - Keep discussion focused on the predetermined theme and objectives (above);
 - Manage discussion and time; and
 - Track information, action items, and decisions
- Produce summary report by May 24, 2023 **[Deliverable]**
- NOTE: Facilitator must have a computer with internet access capability.

Background

The Coastal Interpretive Center (CIC) is a 501(c)(3) nonprofit organization, whose mission is to educate the public about the natural and cultural history of Washington's Pacific Coast and inspire the joy and wonder of nature. (website: www.interpretivecenter.org)

The CIC recently welcomed four new Board members at its October 2022 Annual Membership Meeting. There are nine Board members, in all. Please see the website for biographies.

The facilitator selected for this contract will meet with the Executive Committee on April 7, 2023. This will be an exploratory meeting to give the facilitator the opportunity to meet the Executive Committee and learn more about the Board of Directors and the organization.

Instructions for Submitting a Quote

The following list of items must be submitted to be considered for this contract. The total proposal shall not exceed 10 pages.

1. Cover page with your full name, mailing address, email, phone (office/cell), and one or more professional website/FB/LinkedIn addresses. [one (1) page maximum]
2. Proposal Narrative with the following [three (3) pages maximum, 12-pt Calibri or Times New Roman font]
 - a. Brief summary of your background
 - b. Experience in developing and facilitating board retreats
 - c. Confirmation of your understanding of the deliverables, due date, and retreat date
 - d. Strategy for fulfilling stated actions and deliverables, including general discussion of retreat session materials, elements, and activities
3. Sample agenda for a facilitated retreat. [one (1) page maximum]
4. Sample excerpt of report from a facilitation contract [two (2) pages maximum]
5. Resumé [two (2) pages maximum]
6. Budget, based on **deliverables** listed in the Description of Work and Deliverables section. **Firm quote must be submitted**; maximum budget is set at **\$2,000**. [one (1) page maximum]

Please submit these documents as one (1) combined PDF. Email the required combined file to management@interpretivecenter.org by COB March 22, 2023. No telephone inquiries, please.

This Request for Quotes summarizes the content, descriptions, documentation, and attachments that must be included to be considered a complete proposal. Applicants must complete all sections of the proposal requirements detailed herein.