

Open Horizon Leaders Retreat Request for Proposal

Date: March 18, 2024

Subject: Request for Proposal: Design + Facilitation for Open Horizon Leaders Retreat [Jan 2025]

Open Horizon is excited to announce the opportunity for qualified consultants/facilitators to submit proposals for the design and facilitation of our foundation's annual Leaders Retreat centered on the themes of *Reflection, Connection, and Renewal*. As an organization committed to fostering growth and development within our leadership community, we have found this retreat serves as a valuable platform for our leaders to reflect on their experiences, reconnect with their purpose, and renew their commitment to their leadership and wellbeing.

Open Horizon collaborates with nonprofit partners to uplift leaders and to co-create opportunities advancing racial and social justice. We seek to build authentic and caring relationships with our partners by centering their well-being, dignity and needs so that we can intentionally support them in ways that they have identified.

Project Overview: The Open Horizon Leaders Retreat aims to provide a supportive, transformative, and uplifting experience for our non-profit partner leaders, offering them the space and opportunity to reflect on their leadership philosophy and journey, strengthen connections with their peers, and renew their energy and focus. The 3rd annual retreat will span 2 to 3 days (this could include up to 1 day of identity-based affinity programming) and will take place in January 2025.

Scope of Work: The selected consultant(s) will be responsible for designing and facilitating a comprehensive retreat program that aligns with the objectives of uplifting leaders through reflection, connection, and renewal. Key components of the scope of work include, but are not limited to:

1. Develop a retreat agenda that integrates reflective exercises, interactive sessions, and networking opportunities in alignment with Open Horizon mission and values.
2. Design and deliver engaging sessions or activities that foster personal and professional growth.
3. Facilitate group discussions and exercises aimed at deepening connections and fostering collaboration.
4. Manage logistical support in partnership with the Director of Operations and Program Innovation, including venue coordination, materials preparation, key communication to participants, and onsite management.

5. Collaborate closely with Open Horizon team leading up to, during, and after the retreat for any activities associated with retreat planning, facilitation, adjustments to meet the cohort's needs, and follow up.
6. Collaborate with evaluator to develop and implement pre and post retreat evaluation assessment to measure effectiveness of retreat programming.
7. Participate in retreat related activities which can include welcome reception, group dinner, or other activities.
8. Provide suggestions to Open Horizon based on the cohort's engagement, interest and needs, on effective topics for the related Leaders Network sequential learning programming.

Proposal Submission Requirements:

1. Proposal Deadline: **Proposals must be submitted by April 3, 2024 by 5pm EST.** *Proposals should be sent as a word document (.doc or .docx) to info@open-horizon.org*
2. Proposal Format: Proposals should include a) detailed description of the proposed retreat program b) facilitation approach c) resume and bio of consultant coordinator and any members of the facilitation team d) budget with clear breakdown of costs.
3. Contact Information: Please direct any inquiries or clarifications to info@open-horizon.org

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

1. Demonstrated experience and expertise in designing and facilitating leadership development retreats with wellness and healing-centered themes.
2. Creativity and innovation in retreat program design and delivery, with a focus on experiential learning and participant-centered design.
3. Clear understanding of and alignment with Open Horizon mission and values.
4. Alignment with the objectives and values of the Open Horizon Leaders Retreat.
5. Cost-effectiveness and value proposition.
6. Evidence of clear organization and logistical planning process.

Terms and Conditions:

- *Confidentiality:* All information provided in response to this RFP shall be treated as confidential by both parties. The recipient agrees not to disclose any proprietary or sensitive information without prior written consent from the issuing organization.
- *Ownership of Intellectual Property:* Any intellectual property developed or created as a result of the contracted services shall belong to Open Horizon. The consultant agrees to assign all rights, title, and interest in such intellectual property to Open Horizon.
- *Payment Terms:* Payment terms will be negotiated and agreed upon in the final contract between the selected vendor and Open Horizon. Payment shall be made in accordance with the agreed-upon schedule and upon satisfactory completion of the deliverables.
- *Cancellation Policy:* Either party may cancel the contract upon written notice if circumstances arise that prevent the fulfillment of the obligations outlined in the agreement. Any costs incurred by the vendor as a result of cancellation shall be the responsibility of Open Horizon, unless otherwise specified in the contract.
- *Indemnification:* The vendor agrees to indemnify and hold harmless Open Horizon from any claims, damages, losses, or liabilities arising from the vendor's performance under the contract, including but not limited to claims of copyright infringement, negligence, or breach of contract.
- *Compliance with Laws and Regulations:* The vendor agrees to comply with all applicable laws, regulations, and industry standards in the performance of the services outlined in the contract.
- *Dispute Resolution:* Any disputes arising out of or relating to the contract shall be resolved through good faith negotiations between the parties. If a resolution cannot be reached, either party may seek legal recourse as provided by law.
- *Governing Law:* The contract shall be governed by and construed in accordance with the laws of the state of Virginia, without regard to its conflicts of law principles.
- *Non-Exclusivity:* Nothing in the contract shall be construed as creating an exclusive relationship between the parties. Open Horizon reserves the right to engage other vendors or contractors for similar services.
- *Modification:* Any modifications or amendments to the contract must be made in writing and signed by both parties.