



## Request for Proposals

The Allegany County Chamber of Commerce Leadership *Allegany!* Steering Committee is soliciting bid requests to provide a three-hour Team Building Activity and Training as part of the Program's Orientation session.

### **Leadership *Allegany!* Program Overview**

The **Leadership *Allegany!*** program is dedicated to developing future leaders by providing an opportunity for individuals to become acquainted with the processes, programs and challenges that currently exist in the region. The program helps participants identify issues and acquire a deeper understanding of the leadership structure within and beyond Mountain Maryland.

### **Scope of Service:**

The purpose of this Request for Proposals is to obtain information on bidders interested in providing a Team Building Activity and Training as part of the Program's Orientation session. Held in September, the activity will serve as a bonding experience for approximately 25 participants as they begin the program.

### **Proposal Content and Format**

All proposals shall include the following:

- a. A brief narrative of interested party's abilities and experience in providing Team Building Activities/Training.
- b. A narrative describing the activities that will be offered as part of the three-hour Team Building Training as well as the expected outcomes of the training.
- c. A list and description of the equipment/supplies to be utilized by the interested party.
- d. A minimum of three (3) references. References must include contact name, address and telephone number.
- e. An explanation of any special requirements that the interested party may or will need to perform the orientation.
- f. The all-inclusive cost of the training provided, including personnel costs, travel,

- supplies, etc.
- g. Proof of liability insurance.

**RFP Evaluation:**

Evaluation criteria will include but not be limited to:

- a. Suitability of proposed services to meet the needs of the **Leadership Allegany!** program.
- b. The Proposer's ability to provide prompt and efficient service and/or delivery.
- c. The character, integrity, reputation, judgment, experience and efficiency of the proposer based on the best available information.
- d. Any other information having a bearing on the decision to award the contract.

Sealed bids (*in duplicate*) with the words "Allegany County Chamber of Commerce **Leadership Allegany!** Team Building Orientation" on the front of the envelope must be received by (4:00pm) on Friday, July 12, 2019 at the Allegany County Chamber of Commerce:

Allegany County Chamber of Commerce  
Attention: RFP for **Leadership Allegany!** Orientation Training  
Bell Tower Building  
24 Frederick Street  
Cumberland, MD 21502

Award of the bid(s) will be at a later date after an analysis of all proposals. The Allegany County Chamber of Commerce reserves the right to reject any or all proposals and request other proposals. The Allegany County Chamber of Commerce reserves the right to accept any proposal it feels is in the best interest of the Chamber and the proposal shall be considered renewable at the discretion of the **Leadership Allegany!** Steering Committee.