

## Request for Proposal (RFP)

### International Leadership Forum - Breakout Sessions

#### Delta Phi Epsilon International Sorority

#### ( $\Delta\Phi E$ ) DPhiE

251 S. Camac Street, Philadelphia, PA 19107

### 1. Summary & Background

Delta Phi Epsilon International Sorority (DPhiE) is currently accepting proposals to provide educational breakout sessions at the International Leadership Forum for June 20-24, 2024 in Schaumburg, Illinois. The purpose of this Request for Proposal (RFP) is to solicit proposals from various speakers, conduct a fair and extensive evaluation based on criteria described below, and select four (4) speakers that are identified as the best match to fill our need.

Delta Phi Epsilon is an international social sorority whose mission is to create a sisterhood experience rich in tradition, innovation, and opportunities for growth. Through personal and professional development programs, DPhiE equips our members with the leadership skills and competencies they will need to create change and lead in their communities.

DPhiE's vision is to inspire and empower our sisterhood to engage in a lifetime of leadership and service.

### 2. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until Friday, June 2, 2023 by 5pm PST.

Proposals must be centered around one of the four identified leadership competencies listed below in the Program Purpose and Description section of this RFP. Proposals must include the following for four (4) 45-minute cohesive educational breakout sessions to take place over two days (Friday, June 21, 2024 and Saturday, June 22, 2024):

1. The leadership competency (outlined in the section below) for which you are applying to present and how all four educational sessions connect to one another to provide a foundational knowledge of the chosen competency to participants of all ages and leadership levels
2. Breakout session titles
3. Breakout session descriptions
4. Breakout session learning outcomes (for each individual session)
5. One of the proposed educational sessions must be a speaker-led round table style discussion for all participants to actively engage in. This should happen as either session 2 or 3 and your proposal must include talking points/reflection questions for that discussion
6. Speaker Bio

## 7. Work Sample

Contract terms and conditions are non-negotiable. Breakout speakers will be compensated as follows:

- \$3,250 payment. Payment is provided via check, 30 days following the date of the speaking engagement.
- This payment is all-inclusive of expenses to include the speakers transportation, travel, accommodations, meals and gratuities. The speaker is responsible for booking their own travel, transportation and lodging.
- Breakout speakers will also be given complimentary registration to the International Leadership Forum.

## 3. Program Purpose & Description

The purpose of this program:

DPhiE is currently accepting proposals for breakout speakers for the June 2024 International Leadership Forum (ILF) in Schaumburg, Illinois. ILF will bring together members of Delta Phi Epsilon to develop their leadership competencies through keynote programs, breakout sessions, workshops, and discussion forums. There are four (4) tracks following a specific competency that will each include four (4) breakout sessions that are 45 minutes in length over two days of programming (June 22 and 23, 2024) and should engage members of all ages and leadership levels.

DPhiE is seeking speakers and subject matter experts who can lead four (4) breakout sessions around one of the following topics and meet the given outcomes:

- a. *Inclusion-The ability to exhibit intentional actions that prioritize the thoughts, experiences and perspectives of other people, particularly people who have been systemically excluded.*
  - i. By attending the International Leadership Forum 2024 and participating in the Inclusion track, participants will be able to:
    1. Actively listen to others describe their personal identities and experiences
    2. Value differences and honor others who are different
    3. Create a sense of belonging for others
    4. Actively seek out opportunities to learn about identities and experiences different from their own
    5. Can describe foundational level DPHIE DEI definitions and terms
    6. Demonstrate respect for all races, ethnicities, religions, genders, sexes, sexual orientations, ages, differences in socio-economic status, and abilities
- b. *Self-Awareness-The ability to articulate and show a desire to work toward personal or professional goals. To align actions with those goals.*
  - i. By attending the International Leadership Forum 2024 and participating in the Self-Awareness track, participants will be able to:
    1. Describe why having personal, academic and professional goals are important
    2. Describe how their membership in Delta Phi Epsilon can help achieve their goals
    3. Remain consistent in their words and actions

4. Describe the leadership skills needed to achieve personal and professional objectives
  5. Remain personally motivated by their purpose
  6. Utilize critical thinking to make values-based decisions in order to achieve personal and professional objectives
  7. Seek opportunities to protect and enhance one's personal energy
- c. *Integrity-The ability to exhibit "good moral character." The ability to act in an honest and just manner. The ability to take ownership of actions and expectations and follow through on commitments.*
- i. By attending the International Leadership Forum 2024 and participating in the Integrity track, participants will be able to:
    1. Be seen in an honest, just, and ethical manner
    2. Earn the trust of others through consistency in words and actions
    3. Be seen as reliable and dependable
    4. Align actions with personal beliefs and vision
    5. Communicate honestly with others
    6. Address concerns with others in a confidential manner
    7. Follow through with commitments
- d. *Communication -The ability to identify different styles of communication and adapt to various styles. The ability to exhibit active listening skills. The ability to deliver clear personal and professional messages.*
- i. By attending the International Leadership Forum 2024 and participating in the Communication track, participants will be able to:
    1. Acknowledge that differences in communication styles exist
    2. Recognize their personal strengths and areas of improvement when communicating with others
    3. Identify different styles of communication and adapt message accordingly
    4. Utilize active listening skills (e.g., appropriately establishing interpersonal contact, paraphrasing, perception checking, summarizing, questioning, encouraging, avoid interrupting, clarifying)
    5. Utilize appropriate nonverbal communication
    6. Identify when communication can be more casual and when it needs to be more formal
    7. Perceive and analyze unspoken dynamics in a group setting

Speakers should be prepared to bring their own technology (computer, applicable cords, clicker, speaker if required). DPhiE will provide a projector and screen.

#### 4. Request for Proposal and Project Timeline

Proposals will be accepted until 5 pm PST on Friday, June 2, 2023.

Evaluation of proposals will be conducted from June 5 - June 23, 2023. If additional information is needed from submitting speakers/agencies, speakers will be notified by DPhiE International Headquarters Staff.

The decision for the speakers selected will be made and communicated no later than June 30, 2023.

Notifications to speakers/agencies who were not selected will be completed by July 28 2023.

#### 5. Fees

Breakout speaker agrees to the \$3,5000 all-inclusive payment + International Leadership Forum registration provided by DPhiE and understands that this is non-negotiable.

#### 6. Speaker Qualifications

As part of their proposal for consideration, speaker/agency should be able to produce evidence of:

- a. Representative demographics of the speaker and ability to speak to a diverse audience
- b. Description of experience working with international organizations on the subject matter of inclusion, self-awareness, integrity, and/or communication, specifically through a series of breakout sessions.
- c. Testimonials or references from previous or current clients that can speak to the effectiveness of the programming

#### 7. Proposal Evaluation Criteria

DPhiE will evaluate all proposals based on the following criteria. To ensure consideration for this RFP, proposals should be complete and include all the following:

- a. Subject matter expertise – Speakers will be evaluated on their expertise and experience as it pertains to the scope of this project.
- b. Previous Work – Speakers will be evaluated on examples of their work as well as client testimonials and references.
- c. Alignment with DPhiE’s mission and values – Speakers will be evaluated on examples of principles that mirror DPhiE’s mission.
- d. In DPhiE’s commitment to equity, we are prioritizing minority-owned businesses with this RFP. We define minority-owned as having 51%+ owned and controlled by economically or socially disadvantaged US/Canadian citizens (e.g., women, Indigenous, LGBTQ+, etc.)

Each speaker/agency must submit a PDF copy of their proposal to DPhiE’s Leadership Education Team via email at [learning@dphie.org](mailto:learning@dphie.org) by Friday, June 2, 2023 at 5:00 pm PST. Please email all questions or concerns to [learning@dphie.org](mailto:learning@dphie.org).