

Request for Proposal (RFP)

International Leadership Forum - Keynote Speakers

Delta Phi Epsilon International Sorority

($\Delta\Phi\epsilon$) DPhiE

251 S. Camac Street, Philadelphia, PA 19107

1. Summary & Background

Delta Phi Epsilon International Sorority (DPhiE) is currently accepting proposals to provide keynote programs at the International Leadership Forum for June 20 - 23, 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

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

Please include the following in the proposal submission: Keynote title, description, keynote outline anticipated learning outcomes and keynote cost. Please also include how the keynote connects to one of the four competency areas indicated below (in the program purpose & description section). Finally, please include your speaker bio and a work sample with your proposal.

All costs included in proposals must be all-inclusive of expenses to include transportation, accommodations, meals, and gratuities.

Contract terms and conditions will be negotiated upon selection of the speaker selected for this RFP. All contractual terms and conditions may be subject to review by DPhiE's legal counsel, International Headquarters Staff, and International Governing Board and will include scope, budget, schedule, and other necessary items pertaining to the engagement.

3. Program Purpose & Description

The purpose of this program:

DPhiE is currently accepting proposals for keynote programs 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.

By attending International Leadership Forum 2024, participants will have gained skills in inclusion, self-awareness, integrity, and communication, along with awareness of Delta Phi Epsilon's other leadership competencies applicable to members of all ages.

DPhiE is seeking speakers and subject matter experts who can lead a keynote program around one of the following topics:

- 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.*
- b. Self-awareness-*The ability to articulate and show a desire to work toward personal or professional goals. To align actions with those goals.*
- 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.*
- 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.*

4. Request for Proposal and Project Timeline

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

Evaluation of proposals will be conducted from May 8 - May 26, 2023. If additional information is needed from submitting speakers/agencies, speakers will be notified by DPhiE International Headquarters Staff.

The decision for the speakers chosen will be made and communicated no later than June 2, 2023.

Upon notification, the contract negotiation with the selected speaker/agency will begin immediately. Contract negotiations will be completed by June 16, 2023.

Notifications to speakers/agencies who were not selected will be completed by June 30, 2023.

5. Fees

All costs included in proposals must be all-inclusive to include transportation, accommodations, meals, and gratuities.

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; please include biographical information
- b. Description of experience working with international organizations on the subject matter of inclusion, self-awareness, integrity, and/or communication, specifically through a keynote program.
- 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 by Friday, May 5, 2023 at 5:00 pm PST.