

**The Lower Ninth Ward Economic Development District  
January 9, 2025**

**REQUEST FOR PROPOSAL  
LOWER NINTH WARD ECONOMIC DEVELOPMENT DISTRICT BOARD RETREAT**

I. The Lower Ninth Ward Economic Development (L9EDD) is seeking a facilitator to lead a strategic board retreat to foster collaboration, align vision, and develop actionable plans for the upcoming year. We are looking for a facilitator with expertise in board leadership and team building to guide our board.

**II. MISSION**

The mission of the Lower Ninth Ward Economic Development District is to foster business growth, employment, and economic development of the area within the District through planning and implementation of sustainable, innovative solutions to improve the quality of life for all.

**III. SCOPE OF WORK - OPERATIONAL EFFICIENCY**

- A. Identify and develop a plan in areas for improvement within internal operations.
- B. Enhance board member understanding of their roles and responsibilities and foster effective communication among members.
- C. Develop a comprehensive strategic plan with clear action steps and accountability measures.

#### **IV. RETREAT DETAILS**

- Date:
- Location
- Expected Duration
- Number of Participants - 11 board members/1 staff

#### **V. PROPOSAL REQUIREMENT**

1. Company Overview: Provide a detailed description of your company, experience in facilitating board retreats, and relevant qualifications
2. Facilitator Profile: Outline the qualifications and experience of the primary facilitator who will lead the retreat, including expertise in nonprofits.
3. Proposed Retreat Agenda: Submit a detailed agenda outlining key topics, discussion points, and planned activities for the retreat, align with the stated objectives.
4. Methodology: Describe your approach to facilitation, including group dynamics, interactive exercises, and methods for ensuring productive discussions.
5. Evaluation Plan: Explain how you will assess the success of the retreat, including potential post-retreat feedback mechanisms.
6. Cost Breakdown: Provide a comprehensive cost proposal, including all fees associated with facilitation, materials, travel, and any additional cost.

## **VI. EVALUATION CRITERIA**

- A. Experience and Expertise.
- B. Demonstrated experience in facilitating board retreats.
- C. Understanding of Organization.
- D. Ability to grasp the organization's mission, strategic goals, and current challenges. E. Proven ability to guide engaging discussions, manage group dynamics, and facilitate consensus building.
- F. Creative and effectiveness of the proposed retreat agenda and facilitation methods. G.

Alignment between the proposed cost and the perceived value of the facilitation services.

## **VII. SUBMISSION INSTRUCTIONS:**

- A. Submit proposals electronically by **Friday, January 17th at 5:00 PM** to Commissioner Jean Morris at [jmorris@lowerninenola.com](mailto:jmorris@lowerninenola.com).
- B. Include all required information as outlined in the RFP
- C. Questions regarding this RFP to Jean Morris at [jmorris@lowerninenola.com](mailto:jmorris@lowerninenola.com).