

**PROFESSIONAL SERVICES TO ESTABLISH AN ECONOMIC DEVELOPMENT NON-PROFIT ORGANIZATION FOR  
THE GREATER SOUTHEAST MANAGEMENT DISTRICT****Due: July 10, 2024 (3:00 p.m. CT)****PROJECT DESCRIPTION**

The Greater Southeast Management District (“GSMD”) seeks a Professional Services firm or consultant to establish an Economic Development Non-Profit Organization for the District. The qualified firm or consultant should have experience working with government, public and/or private not-for-profit organizations.

The Board of Directors will appoint a Task Force to work with firm or consultant to develop the non-profit organization (NPO). The qualified firm or consultant should be able to facilitate the District in the following:

- Task 1. Research
- Task 2. Planning and Development
- Task 3. Filings
- Task 4. Meeting Facilitation
- Task 5. Brand Coordination

Specific Scope of Work as identified in **Attachment A**.

**NON-MANDATORY PRE-BID MEETING**

A non-mandatory pre-bid meeting will be held on **June 25, 2024** at 10:00 AM via Zoom <https://gsmd.procurement.npo.rfp>

**PROPOSAL REQUIREMENTS**

Each interested respondent shall submit:

1. **LETTER OF INTEREST.** Letter should detail the respondent's interest and plan for execution.
2. **WORK HISTORY.**
  - a. Relevant background information and projects; similar work history.
  - b. Documented work, including photos for completed with governmental entities of Houston-based organizations should be highlighted.
3. **REFERENCES:** Three (3) references for projects with similar scope and scale.
4. **PRICING:** Pricing should be commensurate with the process as outlined in **Attachment A**.

**QUESTIONS**

Questions regarding this project should be submitted to the District Program Manager, Nikki Knight at [nknight@houstonse.org](mailto:nknight@houstonse.org) by **June 27, 2024, by 5:00 PM**.

**SUBMISSION**

Proposals should be submitted to the District Program Manager, Nikki Knight at [nknight@houstonse.org](mailto:nknight@houstonse.org) by **July 10, 2024, by 3:00 PM**. *Late proposals will not be accepted.*

**SELECTION CRITERIA**

The criteria for selection shall include:

- 1) Relevant work experience and familiarity with working with government, public and/or private not-for-profit organizations.
- 2) Positive references and satisfactory past performance.
- 3) Pricing; Lowest qualified respondent.
- 4) **PREFERRED BUT NOT REQUIRED:** M/W/SBE Firms and Consultants.

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ATTACHMENT A – SCOPE OF WORK**

**TASK 1. Research**

- ✓ Work with the Task Force to determine an appropriate and available name for the NPO.
- ✓ Confirm potential infringement risks; including copyright and trademarks.

**TASK 2. Planning and Development**

- ✓ Ability to vet and establish organizational name, mission, purpose and mission with the Task Force identified by the Board Chairman.
- ✓ Facilitate board member nominations and official onboarding process to include the production of necessary draft documents; including but not limited to board contract, conflicts of interest agreements and by-laws.
- ✓ Facilitate development of goals and objectives for the organization.

**TASK 3. Filings**

- ✓ Facilitate filings with appropriate governing agencies (State and Federal).
- ✓ Track filing status for all governing agencies until successful completion of NPO status is federally recognized.

**TASK 4. Meeting Facilitation**

- ✓ Facilitate Task Force meetings.
- ✓ Facilitate inaugural joint meeting between the Board of Directors of the Greater Southeast Management District and the newly formed NPO.

**TASK 5. Brand Coordination**

- ✓ Work with District Marketing Consultant to purchase domains for NPO.
- ✓ Work with District Marketing Consultant to secure all social media handles.

**Deliverables**

1. Firm or consultant will submit to the District a detailed scope of work and an Implementation Plan with milestones and timeline for task deliverables.
2. Monthly progress reporting.
3. Attendance at monthly committee meetings and/or board meetings as appropriate.

**END OF DOCUMENT**