



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Advancement and Event Consulting Services**

<b>Date:</b>	<b>March 07, 2025</b>
<b>Proposal Due On:</b>	<b>April 10, 2025</b>
<b>Return Proposal To:</b>	<b>Jennifer Casey, Executive Director, KVCC Foundation Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937</b>
<b>Telephone:</b>	<b>(207)-453-5020</b>
<b>Email:</b>	<b>jcasey@mainecc.edu</b>

**Competitive Bid Request for Proposal**  
**Advancement Consulting Services**

**Table of Contents**

1.0 Introduction..... 2

2.0 Background ..... 2

3.0 Schedule / Modifications ..... 2

4.0 Examination of Specifications and Schedule..... 2

5.0 Submission of Bids ..... 3

6.0 Scope of Services ..... 3

7.0 Contractor’s Insurance ..... 4

8.0 Interpretation of Contract Documents ..... 4

9.0 Bid Review and Evaluation ..... 5

10.0 Preparation of Bids..... 5

11.0 Withdrawal of Bids..... 5

12.0 Taxation and Compliance..... 6

13.0 Prohibited Terms and Conditions ..... 6



## Competitive Bid Request for Proposal Advancement and Event Consulting Services

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is soliciting proposals to procure Advancement Consulting Services located at the Fairfield Campus in Fairfield, Maine.*

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

### 2.0 Background

Kennebec Valley Community College is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### 3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	March 07, 2025	
Proposals Due On	April 10, 2025	3:00 P.M. ET
Award Decision & Notification	April 11, 2025	

### 4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder’s own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

## 5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than April 10, 2025, by 3:00 P.M. (ET).**

All proposals are to be marked “Advancement and Event Consulting Services” and mailed to:

Jennifer Casey  
Executive Director, KVCC Foundation  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

Proposals may also be e-mailed to: [jcasey@maineccc.edu](mailto:jcasey@maineccc.edu), with the subject line “Advancement and Event Consulting Services”

## 6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

### 6.1 Scope

Supply and delivery of an Advancement and Event Consultant for the 2025 KVCC Gala on October 24, 2025.  
Contract duration to be from May 1 – Oct 31, 2025

### 6.2 Specifications

The following specifications are minimum acceptable requirements. Adequate detailed specifications of the services offered must be included with your bid to establish equivalency and to ensure that the services being bid meet all specifications:

#### 1. Stewardship of Donors

- Develop and implement a comprehensive donor stewardship program.
- Assist in organization of donor appreciation events and recognition programs.
- Ensure timely acknowledgment of donations and provide impact reports.

#### 2. Event Planning

- Assist in the plan and coordination of all aspects of the fundraising event, catering, entertainment, and logistics.
- Develop a detailed event timeline and checklist to ensure all tasks are completed on schedule.
- Assist in coordination with vendors and service providers to secure necessary resources and services.

### **3. Identify and Solicit Potential Donors and Sponsors**

- Conduct research to identify potential donors and sponsors.
- Develop and implement strategies to engage and solicit donations from identified prospects.
- Coordinate with the Executive Director to align solicitation efforts with organizational goals and priorities.
- Maintain a listing of potential and current donors and sponsors.

### **4. Solicitation of Silent and Live Auction Items**

- Identify and solicit high-value items for silent and live auctions.
- Coordinate with donors and businesses to secure auction items.
- Develop descriptions for auction items.
- Assist in the management of the auction process, including setup, bidding, and item distribution.

### **5. Design Gala and Execution of Plan**

- Assist in creating a comprehensive plan for the Gala, including theme, décor, program, and activities.
- Coordinate with the event planning team to execute the Gala plan.
- Monitor and evaluate the success of the Gala and identify areas for improvement.

### **6. Event Set-up and Take-down**

- Assist in the setup of the event venue, including décor, seating arrangements, and technical equipment.
- Ensure all event materials and supplies are in place and functioning properly.
- Assist in the coordination of the take-down and cleanup of the event venue post-event.

### **7. Internal and External Communication Plan**

- Develop a communication plan to promote the event internally and externally.
- Assist in the creation and distribution of promotional materials, including invitations, flyers, and social media content.
- Ensure consistent messaging and branding across all communication channels.

### **8. Fundraising Plan and Goal Development**

- Work with the Executive Director to develop a comprehensive fundraising plan for the 2025 Gala.
- Set realistic and achievable fundraising goals based on historical data and current trends.
- Develop strategies to achieve fundraising goals, including donor engagement, sponsorships, and auctions.
- Monitor progress towards fundraising goals and adjust strategies as needed.

## **7.0 Contractor's Insurance**

The Contractor shall maintain throughout the term of the agreement general liability insurance to insure against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

## 8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Jennifer Casey, Executive Director, KVCC Foundation  
Advancement and Event Consulting Services  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

or via email at [jcasey@maineccc.edu](mailto:jcasey@maineccc.edu)

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## 9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

### 1. Evaluation Method (update as needed)

- a. Technical ability to meet the outlined specifications
- b. Specification match and variations
- c. Past performance and references
- d. Cost of base proposal
- e. Rates for additional labor and equipment
- f. Price of additional services

## 10.0 Preparation of Bids

KVCC seeks proposals that meet the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions

## 11.0 Withdrawal of Bids

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer has been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities and training programs.

## 12.0 Taxation and Compliance

Maine Community College System d/b/a Kennebec Valley Community College is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

## 13.0 Prohibited Terms and Conditions

### **NOTICE TO VENDORS AND BIDDERS: STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

**BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;

3. Your entity will not propose to any college or other operating unit of the M CCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize M CCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless M CCS in any and all legal actions that seek to compel M CCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between M CCS and your entity.