

**International Council of Employers of
Bricklayers and Allied Craftworkers
P.O. Box 21462
Washington, D.C. 20009**

**REQUEST FOR PROPOSALS
2008 Strategic Plan
March 10, 2008**

1. Introduction

The International Council of Employers of Bricklayers and Allied Craftworkers (ICE) is soliciting proposals from qualified strategic planning consultants for the preparation of a multi-year strategic plan for the organization to be implemented in 2008.

2. Background

ICE, a 501(c)(6) nonprofit organization, is the only wholly union international masonry contractors' association, representing approximately 10,000 signatory contractors who perform brick, block, stone, tile, marble, terrazzo, cement masonry, plastering and restoration work. Its members employ the highest skilled and best trained workers in the masonry industry. ICE works with the International Union of Bricklayers and Allied Craftworkers to provide those workers with the best training available, safe jobsites, pensions and healthcare. It works with its affiliates and other signatory contractors' associations to provide signatory masonry contractors with labor relations, education, staffing services and political advocacy specifically needed by the signatory contractor.

3. Consultant Services

The consultant selected will perform a series of tasks that will result in the completion of the 2008 Strategic Plan and guide the organization for the future. Tasks and activities include:

- a. An evaluation of the organization's history and current state, submission of an evaluation report, and presentation of findings.
- b. Facilitation of a strategic planning retreat for approximately 15 participants comprising the ICE Strategic Planning Committee including members of the board of directors, invited guests, and the Executive Director.
- c. Publication of the 2008 Strategic Plan in digital format.
- d. Continuing services in facilitating the evaluation of implementation of the 2008 Strategic and continued development of plans on an annual basis.

4. Contents of Proposal

If interested, please submit three (3) copies of a proposal in response to this RFP. The proposal should include the following information:

- a. The name, address and telephone number of the consulting firm or individual, including a primary contact name, e-mail address and direct phone number;
- b. A description of the firm, its experience and qualifications and the key personnel to be assigned to the proposed project;
- c. The names of the personnel that will be involved with their titles, experience and qualifications;
- d. A description of the scope of work and methods proposed for the project including the preparation, facilitation, documentation, and ongoing support and facilitation for a five (5) year period;
- e. A list of five similar consultations and facilitations completed by the firm, including the key personnel responsible for each project and the names and phone numbers of the project clients;
- f. A schedule for completion of the project assuming an authorization to proceed on or about May 1, 2008, including a brief statement of the availability of key personnel to undertake the project; and
- g. The proposed lump sum cost for preparation of the strategic plan (consultant services a through d). It is anticipated that the selected consultant will also be retained for the annual review and evaluation of plan implementation (consultant services e). Any continuation of the consultant's services will be negotiated pursuant to a separate scope of work at the appropriate time. Reasonable travel expenses will be reimbursed at cost.

5. Submission

Please deliver three (3) copies of the proposal by **April 15, 2008**

**To: Matt Aquiline
Executive Director
ICE
P.O. Box 21462
Washington, D.C. 20009**

6. Evaluation

ICE will review all submitted proposals. The criteria by which a consultant will be judged include the following:

- a. Quality of experience;
- b. Technical capabilities to perform the project;
- c. Qualifications of key personnel;

- d. Approach to the project as described in the proposal;
- e. Previous performance in the area;
- f. Cost; and
- g. Schedule.

Depending on the proposals received, ICE may determine that interviews with the top ranked firms are necessary. In the event interviews are not necessary, firms will be ranked and ICE will initiate contract negotiations with the highest ranked firm.

7. Schedule

It is anticipated that the project will commence on or about June 1, 2008.

8. Additional Provisions

ICE reserves the right to reject any or all proposals, waive technicalities and be the sole judge of the suitability of the proposed services for its intended use and further reserves the right to make the contract award in the best interest of the organization. ICE also reserves the right to modify the scope of work, add or delete tasks, and modify the proposed project budget in contract negotiations with the top ranked firm.

9. Additional Information

Additional information including brochures, website, etc. are available. Questions regarding this Request for Proposals may be directed to the Executive Director.