



Bylaws Attorney RFP

Released: December 5th, 2019

Introduction

The Golden Gate Business Association is the world's first LGBTQ Chamber of Commerce, and a 501c6 non profit. Our mission is to champion opportunity, education, and advocacy for our LGBTQ & Allied business community.

Project Overview

The purpose of this RFP is to select an attorney with expertise and focus in the California Non-profit Bylaws to guide and aid in the amending of GGBA current bylaws.

Professional Requirements

- Must a licensed attorney in good standing within the state of California
- Must have at least five years of experience with California non-profit laws / bylaws
- Provide a dated plan of action steps the Board needs to meet in order to complete the project by its desired completion date
- Must be able to meet with the Board in person (downtown San Francisco) as well as via phone and electronically

RFP Schedule

- RFP responses back to GGBA: January 31st, 2020
- Vendor demos/interviews: week of February 2nd, 2020
- Vendor selection: February 14th, 2020
- Vendor start date: February 17th, 2020

Scope of Work

- Review current bylaws, formed as a 501c6 in 1974 and last amended in 2015
- Work with the Board as new amendments are proposed; discussing proposed amendments to ensuring all legal requirements are followed
- per, legal wording Review by laws of the Chamber's 501c3 Foundation, so as to be sure all proposed amendments to the c6 are compatible with the c3's bylaws.
- **Estimated Deadline for completion of work: April 30, 2020**

Submission of Proposals

Please submit a PDF of your proposal to RFPTaskforce@ggba.com. **All submissions are due on January 31, 2020, by 6:00 p.m. PST, and must include the following:**

1. Letter of interest
2. Membership status in GGBA, other LGBT Chambers of Commerce, and/or other LGBT professional associations
3. LGBTBE Certification Status
4. Fee schedule and details, any/all discounts provided given our 501c6 non-profit status, and any discount you are willing to donate to the GGBA as in-kind donation
5. Personal bio and/or profile of your firm with specific, relevant experience for the last five (5) years.
6. Three (3) references of current/past clients that would be relevant to the SOW of this project.

General Provisions

Any contract awarded as a result of this RFP will be awarded without regard to age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, genetic information, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment and contracting.

Questions concerning this request for proposals should be addressed to RFPTaskforce@ggba.com

END

Google Alerts to check:

- gayentrepren
- gay startups
- gay history
- gay San Francisco
- NGLCC
- LGBT Certification
- LGBT Small Business
- Small Business San Francisco
- Minority Certification
- Supplier Diversity
- PLUS ALL GGBA PARTNERS
- Small Business Administration

Partner Media Sites to check daily:

- San Francisco Business Times
- Silicon Valley Business Journal
- BayTimes
- Bay Area Reporter
- Small Business Administration

COMMUNICATIONS - All newsletters should be available for viewing/download on the website.

Submission of Proposals

Please submit a PDF of your proposal to RFPTaskforce@ggba.com. All submissions are due on November 18th, by 6:00 p.m. PST, and must include the following:

1. Letter of interest.

2. Membership status in GGBA, other LGBT Chambers of Commerce, and/or other LGBT professional associations.
3. LGBTBE Certification Status.
4. Fee schedule, any/all discounts provided given our 501c6 non-profit status, and any amount of fee you are willing to donate to the GGBA as in-kind donation.
5. Personal bio and/or profile of your firm with specific, relevant experience for the last five (5) years.
6. Relevant URL's to your company's portfolio, and/or attachments that demonstrate your social media work and a track record of successful outreach.
7. Three references of current/past clients who can address your company's success in providing best-in-class social media posts, content and management that would be relevant to the SOW of this project.
8. Provide answers to the following questions:
 - a. Does your company have adequate staff on-hand to service this project in-house or, if not, do you expect to have to outsource any work?
 - b. If you expect to outsource, who are your key partners and what scope of work will they perform?
 - c. Describe any key strengths/unique experiences that have guided your philosophy.
 - d. Please outline your services pricing structure (i.e. number of hours, reports, etc.)