



Volunteer Program Coordinators RFP

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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 GGBA is building its volunteer program, the Ambassador Program, and is looking to engage two (2) individual contractors to act Coordinators of the Ambassador program.

These part-time, evening positions are ideal for budding LGBTQ entrepreneurs, community members looking to build their network, supplier diversity professionals, and gig economy workers seeking a fun, part-time engagement that provides a high value of return, including an annual GGBA membership, for a minimal time investment.

The Coordinators will help engage and manage GGBA event volunteers leading up to, and on onsite at, monthly Make Contact mixers in San Francisco, the East Bay, and special events such as GGBA's signature event, The Power Lunch.

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

- Work with Membership and Event Committee leaders to engage with volunteers via email or phone leading up to the event
- Help with onsite set-up at monthly Make Contact mixers in San Francisco and the East Bay.
- Help oversee activity of volunteers during the event (registration, information, catering setup, speed networking)

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, including any limitations (geographic, particular days of the week, etc..)
2. Membership status in GGBA, other LGBT Chambers of Commerce, LGBT professional associations, and/or other professional associations
3. LGBTBE Certification Status (if applicable)
4. Personal / Professional bio with specific, relevant experience
5. Three (3) references of current/past clients that would be relevant to this project.
6. Desired hourly rate, with any/all discounts provided given our 501c6 non-profit status.

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

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