

Request for Proposals/Tender



SCOPE:

Review and revise as necessary, the constitution and policies of the International Association of Women Police

Overview:

The International Association of Women Police (IAWP) is seeking a qualified person/firm to provide a comprehensive review and revision of its constitution, standing orders, policies, and procedures in accordance with the District of Columbia (DC) Non-profit Corporation Act of 2010 and and Section 501c (6) of the Internal Revenue Code. The purpose of the review and revision is to ensure that the IAWP's constitution, policies and procedures are in compliance with the aforementioned DC Act and IRS section, non-profit good governance practices, and reflect the current needs and goals of the organization.

Scope of Work:

The scope of work for this project includes, but is not limited to, the following:

1. Review of the current constitution, policies, and procedures of the IAWP to identify any areas that require updates or revisions to comply with the DC Non-profit Corporation Act of 2010 and Section 501(c)(6) of the Internal Revenue Code.
2. Review of the current constitution, policies, and procedures of the IAWP to ensure they are consistent with good governance practices and reflect the current needs and goals of the organization.
3. Identify gaps or inconsistencies in the current constitution, policies and procedures and provide recommendations for addressing these issues.
4. Develop a revised constitution that complies with the DC Non-profit Corporation Act of 2010 and Section 501(c)(6) of the Internal Revenue Code.
5. Develop updated policies and procedures that align with the revised constitution and reflect the current needs and goals of the organization.
6. Provide training and support to the IAWP Board of Directors and staff on the revised constitution, policies, and procedures, as well as good governance practices for non-profit boards.
7. Review and finalize the revised constitution, policies and procedures based on feedback from the IAWP Board of Directors.

Deliverables:

The following deliverables are expected from the successful bidder:

1. A comprehensive report outlining the findings of the review, including identified gaps, inconsistencies, and recommended changes to the IAWP constitution, policies, and procedures.
2. A revised constitution that complies with the DC Non-profit Corporation Act of 2010, Section 501(c)(6) of the Internal Revenue Code and reflects good governance practices for non-profits.
3. A revised policies and procedures manual that aligns with the revised constitution and reflects the current needs and goals of the organization.
4. A training and support manual for the IAWP Board of Directors and staff on the revised constitution, policies, and procedures.
5. A final version of the revised constitution, policies and procedures based on feedback from the IAWP Board of Directors.

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Proposal Requirements:

Proposals should include the following information:

1. Company profile, including relevant experience and qualifications.
2. Proposed methodology and timeline for completing the project.
3. Detailed breakdown of fees and expenses, including any assumptions or exclusions.
4. References from previous clients.
5. Any other relevant information.

Submission of Proposals:

Proposals must be submitted in writing, by email, to the IAWP Executive Director, executivedirector@iawp.org, by the specified deadline. The deadline for submitting proposals is **26 July 2023 at 5:00pm EDT**. Late proposals will not be considered.

Evaluation of Proposals:

Proposals will be evaluated based on the following criteria:

1. Company profile, experience, and qualifications.
2. Proposed methodology and timeline.
3. Demonstrated understanding of the scope of work.
4. Alignment to IAWP mission, vision, and guiding principles.
5. Fee and expense proposal.
6. References from previous clients.

The successful bidder will be selected based on the highest total score across all evaluation criteria.

Terms and Conditions:

The successful bidder will be required to sign a contract with the IAWP, which will include, but is not limited to, the following terms and conditions:

1. Confidentiality of all information obtained during the project.
2. Ownership of all intellectual property developed during the project.
3. Payment terms and schedule.
4. Performance standards and warranties.
5. Termination and dispute resolution procedures.
6. Other terms and conditions as agreed by the parties.

Note:

IAWP's constitution, policies and procedures are available online here, <https://www.iawp.org/constitution-&-policies>

Questions may be directed to iawp@iawp.org