INVITATION

Leadership Prince William (LPW) is seeking rental/shared office space to fulfill its mission and day-to-day operations.

Interested and qualified organizations are invited to submit proposals, which will be accepted until August 15, 2016 at 5:00 p.m. Proposals should be address to:

Kathy Bentz  
Executive Director  
Leadership Prince William  
9720 Capital Court, Suite 204  
Manassas, VA 20110

One hard copy of the proposal must be mailed (or hand delivered) to the Leadership Prince William office listed above (not postmarked by the due date). An electronic copy of the proposal must also be submitted by 5:00 p.m. on August 15, 2016. Please submit the electronic document, including all attachments, to:

kathy@leadershipprincewilliam.org

QUESTIONS
Questions may be submitted via email to Kathy Bentz at the email listed above.

Complete responses to of all items in this Invitation document.

RFP SCHEDULE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Available for Download on LPW Website</td>
<td>August 1, 2016</td>
</tr>
<tr>
<td>Deadline to Submit Questions Regarding RFP</td>
<td>August 8, 2016</td>
</tr>
<tr>
<td>RFP Responses Due</td>
<td>August 15, 2016</td>
</tr>
<tr>
<td>Selection of Strategic Partner</td>
<td>September 1, 2016</td>
</tr>
<tr>
<td>Relationship Effective Date</td>
<td>November 1, 2016</td>
</tr>
</tbody>
</table>

NOTE: The issuing of this RFP in no way obligates LPW to accept any of the proposals that may be submitted by the due date, and LPW may, at its sole discretion, continuing operating under the status quo.
BACKGROUND

Leadership Prince William is a 501(c) (3) not-for-profit organization with a mission to engage and inspire individuals, organizations and alumni to enrich the community through collaborative leadership. Daily planning and operations are managed by the Executive Director. Governance and fiduciary responsibilities are carried out by a Board of Regents, which includes an Executive Committee comprised of the organization’s Officers and Committee Chairs. LPW has been in operation for 10 years and has had a significant impact on the community through its individual alumni and the organization as a whole.

SPACE REQUIREMENTS

In order to provide its fulfill its mission and day-to-day operations, Leadership Prince William is looking for a rental/shared office space arrangement that will provide the following for Leadership Prince William:

- One private, lockable office that will accommodate an executive desk, small conference table, bookshelves and basic office equipment. This will serve as the Executive Director’s office.
  - If possible, basic furnishings should be provided including a desk, chairs, book shelf and small table.
- One additional closed-door office or cubicle space(s) that will accommodate two additional employees and basic office equipment. These will provide space for LPW staff, interns and volunteers.
- Storage space for office supplies & program supplies for Leadership Prince William, at least 100 square feet.
- Access to a high-quality copy machine to make a reasonable amount of black-and-white and/or color copies for LPW programs and activities.
- Access to WiFi or other Internet service in the office.
- Access to two telephone lines via VOIP or other telephone service.
- Access to meeting/conference room space for the following:
  - Meetings of up to 8 people 2 to 4 times per month.
  - Meetings of up to 15 people 2 to 3 times per month
  - Meetings for up to 30 people once per month.
- Mailing/delivery address to utilize for postal services, package deliveries, etc..
- Basic office janitorial services.
- Basic utilities.
- Please indicate if parking is available onsite or nearby.

In your response, please indicate your firm’s ability to provide each of the items above, including square footage where applicable.
RENT AND/OR IN-KIND ARRANGEMENT

- In your response to this RFP, please indicate the monthly amount Leadership Prince William would be charged for rent and the additional amenities listed in the previous section.

- Given LPW’s non-profit status, your firm is also requested to consider providing some or all of these amenities in exchange for partnership benefits, such as recognition on the LPW website, LPW social media, LPW public events and activities, a promotional video clip, tickets to LPW events (examples: Evening of Excellence and Speaker Series), Emergenetics training, etc.

  - If you are interested in providing the Office & Meeting Space through an in-kind arrangement, please indicate in your response the amount of cash payment that would be required from LPW monthly and the amount that would be provided as an in-kind partnership. Also, please indicate any specific benefits you would like to receive from LPW; these benefits can also be negotiated in the contract arrangements.
AWARD / TERM

As noted earlier, Leadership Prince William has the right to decline to engage in a proposed partnership or any part thereof for any reason. However, if awarded, the term of the Memorandum of Agreement (MOA) will be twelve (12) months from the date the MOA becomes is effective. By mutual agreement, any MOA which may be negotiated pursuant to this RFP may be extended for two additional one-year terms at agreed compensation levels, with all other terms and conditions remaining the same.

ABOUT YOUR ORGANIZATION

Organization Name _____________________________________________
Street Address __________________________________________________
City _______________________________ State ________________ Zip ______

RFP Contact Name ______________________________________________
Email Address _____________________________________________________
Work Phone __________________________ Cell Phone ____________________

PLEASE REFER TO PAGE ONE FOR PROPOSAL SUBMISSION INSTRUCTIONS

REQUIRED ELEMENTS INCLUDE THE FOLLOWING:

1. Identify the location and street address of the proposed office/meeting space for Leadership Prince William.

2. Specify your organization’s ability to provide each of the items in the “SPACE REQUIREMENTS” section, including square footage where applicable.

3. Indicate the monthly amount Leadership Prince William would be charged for rent and the additional amenities listed in “SPACE REQUIREMENTS.”

4. Alternatively, if your organization is interested in an in-kind partnership, indicate in your response the amount of cash payment that would be required from LPW monthly and the amount that would be provided as an in-kind partnership.

END