



Virginia Government Finance Officers' Association  
8 East Canal Street  
Richmond, VA 23219  
Phone: (804) 249-4525  
vgfoa@valocalfinance.org  
www.vgfoa.org

*'Developing Governmental and Financial Leaders'*

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Request for Proposal for  
Professional Development Program

Issued: November 3, 2020

Prepared by:

Virginia Government Finance Officers' Association

Inquiries and Proposals Should Be Directed To:

Beau Blevins, Executive Secretary  
VGFOA  
8 East Canal Street  
Richmond, VA 23219  
[vgfoa@valocalfinance.org](mailto:vgfoa@valocalfinance.org)  
(804)-249-4525



Virginia Government Finance Officers' Association (VGFOA)  
Professional Development Program  
Specifications

I. Intent

This request for proposal (RFP) is to contract for professional development program services to supplement the existing conference and certificate educational programs. The initial term of the contract shall be for a period of three years. VGFOA shall have the right to extend this contract for two additional one-year terms. If both parties cannot agree on prices for a contract extension, the existing contract will be allowed to expire and the contract work will be rebid.

II. Who May Respond

Only firms who are licensed to conduct business in Virginia and maintain an office in Virginia may respond to this RFP.

III. Instructions on Proposal Submission

A. Inquiries. Inquiries concerning this RFP should be emailed to Beau Blevins at [vgfoa@valocalfinance.org](mailto:vgfoa@valocalfinance.org).

B. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by VGFOA.

C. Submission. Submissions should be emailed to Beau Blevins at [vgfoa@valocalfinance.org](mailto:vgfoa@valocalfinance.org) and the subject line should state, "PROFESSIONAL DEVELOPMENT PROGRAM PROPOSAL FOR VGFOA."

The entire proposal should be received **by 5:00 p.m. on Wednesday, December 2, 2020**. Proposals received after this deadline will be considered late and not opened or considered.

IV. Description of Entity

VGFOA is a nonprofit organization that is exempt from Federal income tax under Section 501(c)(6) of the Internal Revenue Code. VGFOA is governed by an eleven-member Executive Board, which meets, at a minimum, four times a year. VGFOA has no employees. Administrative offices are located at 8 East Canal Street, Richmond, VA 23219.



VGFOA's mission is "to foster financial excellence in government by creating opportunities for professional development." VGFOA engages in a broad array of activities that include: a spring and fall conference, educational offerings through the certificate program, providing scholarship and award opportunities to members, advising members on the impact of actions taken by standard setting bodies, and providing members with State legislative updates and working with officials on legislative issues that affect VGFOA members.

Additional information on the VGFOA can be found at [www.vgfoa.org](http://www.vgfoa.org).

#### IV. Educational Offerings Overview

VGFOA currently offers educational opportunities to its membership through three primary avenues: conferences, certificate program courses, and other educational programs. The scope of this RFP is limited to the other educational programs to supplement the existing conference and certificate program.

VGFOA envisions the supplemental education program primarily as a series of live, instructor-led courses held across the state, or web based sessions that focus on practical topics impacting VGFOA's membership, including topics such as accounting updates, government/policy, compliance, trends, budgeting, payroll law, procurement, leadership, and technology. Course content shall meet the requirements for credit under the Virginia Board of Accountancy's Continuing Professional Education requirements.

VGFOA's Education Committee shall provide the oversight of the educational programs, including the frequency of course offerings, course topics, and location of courses.

Course material designed by the Offeror will remain property of the Offeror. All other data, information, documents and materials gathered and/or prepared by or for VGFOA shall be delivered to, become, and remain property of VGFOA. VGFOA shall be provided access to such data, information, documents and materials upon notice, and shall have the right to use and reproduce in any manner and for any purposes it deems appropriate.

#### V. Scope of Services. The Offeror shall:

- i. Develop live instructor-led and web-based courses to meet the needs of VGFOA's membership.
- ii. Coordinate the instruction of courses, including securing a location and making arrangements for instructors



- iii. Provide a lead instructor and deliver courses throughout the state on a routine basis.
- iv. Structure the program to meet the Virginia Board of Accountancy's Continuing Professional Education (CPE) requirements and the National Registry of CPE Sponsors program requirements

VI. Proposal Contents. The Offeror shall include the following in their proposal:

- A. Organization, size, and structure, including office location(s).
- B. Experience and qualifications. Include descriptions for both company-wide and specific personnel who will be utilized for the engagement.
- C. Designation of primary contact.
- D. A brief narrative describing your proposed approach to providing the required services.
- E. Proposed development and implementation timeline.
- F. Proposed fee structure including an indication on how often and on what basis fees are adjusted.
- G. Provide a reference list of three (3) recent (within two years) similar engagements. Please provide contact information including address, phone number, and e-mail address.

VII. Proposal Evaluation

The Executive Board will review proposals and may request a meeting with some qualified Offerors prior to the final selection. Proposals will be reviewed in accordance with the following criteria:

- A. Proposed approach to the scope of work.
- B. Level of experience of the individual(s) identified to work on this matter.
- C. The Offeror's experience with similar clients.
- D. Response from references.
- E. Fees.
- F. Interviews, if conducted.

VGFOA reserves the right to reject any or all bids, to waive informalities or irregularities in the proposals received and to accept the proposal deemed to be in the best interest of the VGFOA.