

REQUEST FOR PROPOSAL

Hotel, Meeting, Lodging, and Food and Beverage Services

Twende Solar

Annual Board Retreat

Proposed Event Period: Late October 2026

Preferred Pattern: Arrival the evening before Day One; departure after Day Two

Expected Attendance: Approximately 15 board members and organizational leaders

Preferred Location: Open to any area of the United States

RFP Contact: Violet Crabb, Executive Director

Proposal Due Date: August 31, 2026

1. Invitation to Submit a Proposal

Violet Crabb, on behalf of Twende Solar, invites qualified hotels, conference centers, retreat properties, and other suitable venues to submit proposals to host a two-day board retreat for approximately 15 participants in late October 2026.

The selected property will provide:

- Guest accommodations.
- A private meeting room.
- Food and beverage services.
- Basic audiovisual equipment.
- Reliable internet access.
- Space for strategic planning and confidential board discussions.
- Optional outdoor, wellness, or team-building areas.
- Related event and guest services.

Because Twende Solar is a nonprofit organization, affordability, transparent pricing, contractual flexibility, and overall value will be important considerations.

The organization is particularly interested in properties that demonstrate commitments to:

- Sustainability.
- Renewable energy.
- Energy efficiency.
- Waste reduction.

- Water conservation.
- Environmentally responsible food service.
- Responsible hospitality practices.

Proposals should disclose all mandatory charges, including:

- Room rental.
- Guest-room rates.
- Food and beverage charges.
- Service charges.
- Administrative fees.
- Taxes.
- Audiovisual costs.
- Internet charges.
- Parking fees.
- Resort or destination fees.
- Labor charges.
- Setup and teardown fees.
- Outside-vendor fees.
- Other mandatory costs.

2. About the Organization

[Organization Name] is a nonprofit organization dedicated to advancing access to solar energy, renewable energy education, sustainable community development, and equitable energy solutions for developing countries and struggling communities in the United States.

The organization works with:

- Community partners.
- Volunteers.
- Donors.
- Corporate supporters.
- Renewable energy professionals.
- Local and international stakeholders.
- Communities seeking access to clean and reliable power.

The board retreat will provide an opportunity for the Board of Directors and organizational leadership to evaluate the organization's progress, strengthen governance, establish strategic priorities, review financial sustainability, and develop clear objectives for the coming year.

3. Retreat Objectives

The board retreat is expected to support the following objectives:

1. Strengthen relationships among board members and organizational leadership.
2. Review the organization’s mission, vision, and strategic direction.
3. Evaluate organizational strengths, weaknesses, opportunities, and threats.
4. Review programs, partnerships, fundraising, and community impact.
5. Review financial performance, budget assumptions, and long-term sustainability.
6. Clarify board and staff roles and responsibilities.
7. Establish organizational priorities for the next 12–24 months.
8. Develop measurable goals and key performance indicators.
9. Identify fundraising, partnership, and revenue-development opportunities.
10. Review board recruitment, engagement, and succession planning.
11. Strengthen board governance and committee effectiveness.
12. Create clear action items, owners, deadlines, and follow-up procedures.
13. Conduct the retreat in an environment that encourages candid, confidential, and productive discussion.
14. Align the retreat experience with the organization’s environmental and sustainability values.

4. Retreat Overview

ITEM	REQUIREMENT
ESTIMATED ATTENDANCE	15 people
RETREAT DURATION	Two full working days
PREFERRED EVENT PERIOD	Late October
ARRIVAL	Evening before Day One
GUEST-ROOM CHECKOUT	Morning of Day Two
DEPARTURE	After approximately 3:00–4:00 p.m. on Day Two
ESTIMATED GUEST ROOMS	15 rooms per night
ESTIMATED ROOM NIGHTS	Approximately 30 total room nights
PRIMARY MEETING ROOM	One private boardroom or conference room
BREAKOUT SPACE	One optional small breakout or private conversation area
DAY ZERO MEALS	Optional welcome dinner
DAY ONE MEALS	Breakfast, lunch, breaks, and dinner
DAY TWO MEALS	Breakfast, lunch, and breaks
PREFERRED ROOM RATE	\$159–\$199 per night, excluding applicable taxes
PREFERRED MEETING STYLE	U-shape, hollow square, or executive boardroom
ALCOHOL SERVICE	Optional; limited beer and wine with dinner only
PRIVACY REQUIREMENT	Private and secure meeting environment

Attendance and room-block figures are preliminary and may change before contracting.

5. Preferred Retreat Pattern

The organization prefers the following event pattern:

- Participants arrive and check into the hotel on the evening before Day One.
- An informal welcome dinner may be held that evening.
- Day One includes a full day of strategic planning and board discussion.
- Participants stay overnight following Day One.
- Participants check out of guest rooms on the morning of Day Two.
- The hotel provides complimentary luggage storage during Day Two.
- Day Two concludes between approximately 3:00 and 4:00 p.m.
- Participants depart after the retreat concludes.

Properties may also provide pricing for a one-night option if the organization determines that some attendees can arrive early on Day One.

6. Preliminary Retreat Schedule

The schedule below is provided for planning and pricing purposes. Final times may be adjusted.

Day Zero: Arrival and Welcome

Time	Activity	Attendance
3:00–6:00 p.m.	Guest arrivals and hotel check-in	15
5:00–6:00 p.m.	Optional informal networking	15
6:00–8:00 p.m.	Optional welcome dinner	15
8:00 p.m.	Evening concludes	15

The organization prefers a private or semi-private dinner space. A restaurant reservation may be acceptable if the group can sit together and conduct informal conversation.

Day One: Strategic Planning and Governance

Time	Activity	Attendance
7:30–8:30 a.m.	Breakfast	15
8:30–9:00 a.m.	Retreat opening and objectives	15
9:00–10:30 a.m.	Mission, vision, and organizational review	15

10:30–10:45 a.m.	Refreshment break	15
10:45 a.m.–12:15 p.m.	Strategic opportunities and challenges	15
12:15–1:15 p.m.	Working lunch	15
1:15–2:45 p.m.	Programs, partnerships, and impact	15
2:45–3:00 p.m.	Refreshment break	15
3:00–4:30 p.m.	Financial sustainability and fundraising	15
4:30–5:00 p.m.	Day One decisions and follow-up items	15
5:00–6:30 p.m.	Personal time or optional activity	15
6:30–8:30 p.m.	Board dinner	15

Day Two: Governance, Priorities, and Action Planning

Time	Activity	Attendance
7:30–8:30 a.m.	Breakfast and hotel checkout	15
8:30–9:00 a.m.	Day One recap	15
9:00–10:30 a.m.	Board roles, committees, and governance	15
10:30–10:45 a.m.	Refreshment break	15
10:45 a.m.–12:00 p.m.	Board recruitment and engagement	15
12:00–1:00 p.m.	Working lunch	15
1:00–2:15 p.m.	Strategic priorities and performance measures	15
2:15–2:30 p.m.	Refreshment break	15
2:30–3:30 p.m.	Action planning, assignments, and deadlines	15
3:30–4:00 p.m.	Retreat evaluation and closing remarks	15
4:00 p.m.	Retreat concludes and participants depart	15

7. Guest-Room Requirements

The organization anticipates requiring approximately 15 rooms for two nights.

Preliminary Room Block

Night	Estimated Rooms
Arrival night	15 rooms
Night following Day One	15 rooms
Total	30 room nights

All rooms should preferably be located in the same building or general area of the hotel.

Requested Guest-Room Terms

The proposal should include:

- Single-occupancy room rate.
- Double-occupancy room rate.
- Accessible-room availability.
- Applicable occupancy and tourism taxes.
- Resort, destination, amenity, or facility fees.
- Complimentary guest-room Wi-Fi.
- Complimentary or discounted parking.
- Availability of electric-vehicle charging stations.
- Individual reservation procedures.
- Master-account billing options.
- Group reservation link or rooming-list process.
- Early check-in availability.
- Late-checkout availability.
- Complimentary luggage storage on Day Two.
- Room cancellation terms.
- Room-block cutoff date.
- Attrition terms.
- No-charge name substitutions.
- Group rate availability one night before and one night after the retreat.
- Complimentary-room or upgrade opportunities.
- Direct billing requirements.
- Incidentals deposit requirements.

The organization prefers a guest-room cutoff date no earlier than 21 days before the retreat.

Because the room block is small, the organization strongly prefers:

- No room-block attrition requirement.
- A courtesy room block.
- Individual cancellation up to 48 hours before arrival.
- Credit for rooms resold by the hotel.
- No early-departure penalties when advance notice is provided.

8. Primary Meeting-Room Requirements

The organization requires one private meeting room for approximately 15 participants for both retreat days.

The meeting room should be available from approximately:

- 7:30 a.m.–5:30 p.m. on Day One.
- 7:30 a.m.–4:30 p.m. on Day Two.

Limited access the evening before Day One for material setup is preferred.

Preferred Room Setup

The organization prefers one of the following arrangements:

1. U-shape.
2. Hollow square.
3. Executive boardroom.
4. One large conference table.

The room should include:

- Comfortable executive-style chairs.
- Seating for at least 15 participants.
- Additional seating for a facilitator or staff member.
- Clear sightlines to the primary screen.
- Adequate workspace for laptops and printed materials.
- Accessible electrical outlets.
- Natural light, if available.
- Adjustable lighting.
- Comfortable temperature control.
- Minimal outside noise.
- Doors that can be closed.
- Appropriate privacy for confidential discussions.
- Nearby restrooms.
- Nearby food and beverage service.
- Space for flipcharts.
- Space for posting strategic-planning materials.
- Waste and recycling containers.
- Water service.

The room should be large enough to allow participants to move around, work in small groups, and use wall space without feeling crowded.

Meeting-Room Size

The preferred room size is approximately 700–1,200 square feet.

The property should provide:

- Room dimensions.
- Ceiling height.
- Maximum capacity.
- Floor plan.

- Photographs.
 - Proposed room setup.
 - Location within the property.
 - Information about nearby guest or public traffic.
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9. Breakout and Private Conversation Space

The organization requests optional pricing for one small breakout room or private conversation space.

The breakout area should accommodate approximately four to six participants and may be used for:

- Committee discussions.
- Executive sessions.
- Facilitator preparation.
- Private personnel or governance discussions.
- Small-group exercises.
- Staff workspace.

The organization prefers this room to be complimentary or included with the primary meeting-room rental.

A hotel suite, hospitality room, small boardroom, or private alcove may be acceptable.

10. Privacy and Confidentiality

The retreat will include confidential board discussions related to:

- Organizational strategy.
- Finances.
- Fundraising.
- Board performance.
- Leadership.
- Partnerships.
- Personnel.
- Risk management.
- Governance.

The meeting room must provide an appropriate level of privacy.

The property should confirm:

- Whether the room has solid walls.
- Whether the room shares airwalls with another event.
- Whether conversations may be heard from hallways or adjacent rooms.
- Whether hotel staff will enter the room during sessions.
- Whether the room can remain locked during breaks.
- Whether materials can remain securely in the room overnight.
- Whether housekeeping or banquet staff access can be limited.
- Whether a secure storage room is available.

The organization strongly prefers a room with solid walls rather than movable airwalls.

11. Food and Beverage Requirements

The proposal should provide both per-person and total pricing for approximately 15 people.

All pricing must clearly identify:

- Menu price.
- Service charge.
- Administrative fee.
- Gratuity.
- Sales tax.
- Other taxes.
- Labor charges.
- Delivery or setup charges.
- Room rental tied to food and beverage.
- Minimum food and beverage commitments.
- Small-group surcharges.
- Bartender or cashier fees.
- Final guarantee deadline.

The organization is interested in:

- Nonprofit pricing.
- Small-meeting packages.
- Sustainable menus.
- Locally sourced food.
- Plant-forward options.
- Reduced food waste.
- Reusable serviceware.
- Flexible dietary accommodations.

Day Zero Welcome Dinner

The organization requests optional pricing for a private or semi-private welcome dinner.

Suggested format:

- Casual plated or buffet dinner.
- One entrée plus a vegetarian or vegan alternative.
- Salad.
- One or two side dishes.
- Dessert.
- Water, coffee, and tea.
- Optional beer and wine.

Target menu price: \$55–\$75 per person before service charges and taxes.

The organization may choose a nearby restaurant instead of a hotel banquet meal if that option is more affordable.

Day One Breakfast

The organization seeks a cost-conscious breakfast for 15 people.

Suggested menu:

- Eggs or another hot breakfast item.
- Breakfast protein.
- Breakfast potatoes or oatmeal.
- Seasonal fruit.
- Pastries or breakfast breads.
- Coffee, decaffeinated coffee, and tea.
- Water.
- Juice.
- Vegetarian and gluten-free choices.

Target menu price: \$25–\$35 per person before service charges and taxes.

Day One Lunch

The organization seeks a working lunch that can be served in or adjacent to the meeting room.

Suggested menu:

- Buffet, boxed lunch, or plated meal.
- One main entrée.

- Vegetarian or vegan option.
- Salad or side.
- Dessert.
- Water and iced tea.

Target menu price: \$35–\$50 per person before service charges and taxes.

Day One Dinner

The organization seeks a private board dinner.

Suggested format:

- Private dining room or separate banquet space.
- Plated or family-style dinner.
- Salad.
- Main entrée.
- Vegetarian or vegan entrée.
- Side dishes.
- Dessert.
- Coffee, tea, and water.
- Optional limited beer and wine.

Target menu price: \$65–\$90 per person before service charges and taxes.

The hotel should provide separate pricing for:

1. Dinner without alcohol.
2. One hosted beer or wine beverage per person.
3. Two drink tickets per person.
4. Cash bar.
5. Hosted beer and wine for two hours.
6. Bartender or service fees.

Day Two Breakfast

The organization requests breakfast on Day Two.

The menu may be similar to Day One or may use a lighter continental format.

Target menu price: \$20–\$35 per person before service charges and taxes.

Day Two Lunch

The organization seeks a working lunch before the closing planning session.

Suggested menu:

- Buffet, boxed lunch, or plated meal.
- Main entrée.
- Vegetarian or vegan option.
- Salad or side.
- Dessert.
- Water and iced tea.

Target menu price: \$35–\$50 per person before service charges and taxes.

12. Refreshment Breaks and Beverage Service

The organization requests morning and afternoon refreshments on both retreat days.

The organization prefers simple, cost-conscious options rather than elaborate break packages.

Suggested options include:

- Coffee.
- Decaffeinated coffee.
- Hot tea.
- Water.
- Sparkling water.
- Whole fruit.
- Granola bars.
- Trail mix.
- Nuts.
- Light snacks.
- Cookies or brownies for one afternoon break.

The proposal should provide pricing for:

- Morning coffee service.
- Afternoon coffee service.
- All-day beverage service.
- Coffee refreshes.
- Bulk water stations.
- Individual bottled beverages.
- Light snack packages.
- À la carte snack service.

The organization strongly prefers complimentary filtered-water stations instead of individual plastic bottles.

13. Dietary Accommodations

The hotel must be able to accommodate, with advance notice:

- Vegetarian diets.
- Vegan diets.
- Gluten-free diets.
- Dairy-free diets.
- Common food allergies.
- Religious dietary restrictions.
- Medically necessary dietary restrictions.

The property should describe:

- The deadline for submitting dietary needs.
 - Whether special meals carry additional charges.
 - How special meals will be identified.
 - How cross-contact and allergy concerns are managed.
 - Whether menus can be adjusted after contracting.
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14. Audiovisual Requirements

The retreat requires a professional but cost-conscious audiovisual setup.

Basic Package

The proposal should include pricing for:

- One large monitor or projection screen.
- Projector, if a monitor is not available.
- HDMI and USB-C connectivity.
- Presentation laptop connectivity.
- Wireless presentation capability.
- Speaker or basic sound system, if needed.
- One wireless handheld microphone, if the room requires amplification.
- Video playback with sound.
- Power strips and extension cords.

- Cable management.
- One flipchart with paper and markers.
- Two additional flipcharts.
- Whiteboard and markers.
- Setup and teardown.
- Basic onsite technical support.

For a group of 15, the organization does not anticipate needing extensive staging, lighting, or sound reinforcement.

The venue should identify whether a large television monitor is available as a more affordable alternative to a projector and screen.

Proposal Disclosures

The property should disclose:

- Whether use of an exclusive audiovisual provider is required.
- Whether the organization may bring its own equipment.
- Outside-vendor fees.
- Technician labor minimums.
- Setup and teardown fees.
- Equipment delivery fees.
- Service charges.
- Taxes.
- Internet requirements.
- Replacement or damage charges.

The organization strongly prefers permission to use its own laptops, adapters, presentation remotes, flipcharts, and meeting supplies without additional charges.

15. Internet and Electrical Requirements

The property should provide reliable wireless internet in:

- Guest rooms.
- The primary meeting room.
- The breakout space.
- Public areas.

The internet connection should support at least 20–30 connected devices.

The proposal should identify:

- Whether meeting-room Wi-Fi is complimentary.
- Available bandwidth.
- Dedicated or hardwired internet pricing.
- Any login or access procedures.
- Electrical outlet availability.
- Charges for power strips or extension cords.
- Charges for additional electrical service.

Complimentary meeting-room and guest-room Wi-Fi are preferred.

16. Meeting Supplies

The organization requests that the following items be included or separately priced:

- Flipcharts.
- Flipchart paper.
- Easels.
- Markers.
- Whiteboard.
- Whiteboard markers.
- Sticky notes.
- Pens.
- Notepads.
- Name tents.
- Power strips.
- Extension cords.
- Tabletop waste containers.
- Recycling containers.
- Masking or painter's tape.
- Wall-safe adhesive materials.

The organization may bring its own facilitation supplies and should not be charged an outside-vendor or material fee for doing so.

17. Sustainability and Mission Alignment

As a solar energy nonprofit, the organization prefers a venue that demonstrates measurable sustainability practices.

The proposal should describe the property's practices related to:

- Renewable energy use.
- Onsite solar power.
- Renewable energy purchasing.
- Energy-efficient lighting.
- Energy-management systems.
- Green-building certifications.
- Water conservation.
- Recycling.
- Composting.
- Food-waste reduction.
- Donation of unused food.
- Reusable food-service items.
- Reduction of single-use plastics.
- Locally sourced food.
- Plant-forward menu options.
- Environmentally responsible cleaning products.
- Linen and towel reuse.
- Electric-vehicle charging.
- Public transportation access.
- Carbon-footprint tracking.
- Sustainable-meeting certifications.
- Community-impact programs.

Preference may be given to properties with:

- Solar installations.
- LEED certification.
- ENERGY STAR certification.
- Green Key certification.
- Other documented sustainability credentials.

The organization requests information about whether the property can provide a brief post-event sustainability report.

18. Accessibility and Inclusion

The selected property must comply with applicable accessibility requirements and should provide an inclusive environment.

The proposal should address:

- Accessible guest rooms.
- Accessible meeting rooms.

- Accessible dining areas.
- Accessible restrooms.
- Accessible parking.
- Elevators.
- Service-animal policies.
- Assistive-listening devices.
- Dietary accommodations.
- Lactation or wellness space.
- Gender-neutral restroom availability.
- Emergency evacuation procedures for guests with disabilities.

The meeting setup should allow sufficient space for mobility devices and accessible seating.

19. Transportation, Parking, and Location

The proposal should include information about:

- Distance from the nearest major airport.
- Estimated airport transportation costs.
- Hotel shuttle availability.
- Rideshare availability.
- Public transportation.
- Self-parking rates.
- Valet-parking rates.
- Complimentary or discounted event parking.
- Electric-vehicle charging stations.
- Accessible parking.
- Nearby restaurants.
- Nearby outdoor spaces.
- Nearby solar, sustainability, or clean-energy sites of interest.

Preference will be given to properties that offer:

- Complimentary parking.
 - Airport-shuttle service.
 - Easy highway access.
 - Walkable dining options.
 - Electric-vehicle charging.
 - A quiet setting conducive to strategic planning.
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20. Optional Outdoor or Team-Building Space

The organization is interested in optional access to an outdoor or informal gathering area.

Possible uses include:

- A short walking meeting.
- Informal networking.
- Reflection time.
- A facilitated team-building activity.
- Outdoor dinner or reception.
- Group photograph.

The proposal should describe any available:

- Courtyards.
- Patios.
- Gardens.
- Walking trails.
- Firepit areas.
- Rooftop terraces.
- Outdoor dining spaces.
- Covered outdoor areas.

The property should provide pricing and weather-contingency information for any proposed outdoor activity.

21. Shipping, Receiving, and Storage

The organization may ship or bring a limited number of retreat materials.

The proposal should identify:

- Earliest package-arrival date.
- Package-addressing procedures.
- Package-handling fees.
- Storage fees.
- Delivery charges to the meeting room.
- Outbound shipping procedures.
- Secure overnight storage.

- Availability of carts or dollies.

The organization requests complimentary handling of approximately five to eight standard boxes.

22. Hotel Staffing and Service

The selected property should identify the staff members who will support the retreat, including:

- Sales manager.
- Event or conference services manager.
- Banquet captain.
- Guest-room contact.
- Audiovisual contact.
- Billing contact.
- Security contact.

The organization requests:

- One primary point of contact.
- A pre-event planning meeting.
- Final banquet event order review.
- A brief onsite meeting before the retreat begins.
- Timely meal and break service.
- Minimal interruptions during sessions.
- Same-day response to operational issues.
- A final master-account review before invoicing.

23. Security and Emergency Procedures

The proposal should describe:

- Onsite security availability.
- Emergency response procedures.
- Severe-weather procedures.
- Fire and evacuation procedures.
- Medical-emergency procedures.
- Availability of automated external defibrillators.
- Overnight meeting-material security.
- Lost-and-found procedures.

The organization does not anticipate needing dedicated security but requests disclosure of any mandatory security requirements or charges.

24. Requested Concessions

The organization asks properties to identify the concessions they can provide.

Preferred concessions include:

1. Waived or reduced meeting-room rental.
2. Complimentary meeting-room Wi-Fi.
3. Complimentary guest-room Wi-Fi.
4. Complimentary parking.
5. Waived resort, destination, amenity, and facility fees.
6. Complimentary water stations.
7. Complimentary flipcharts and markers.
8. Complimentary use of a large television monitor.
9. Complimentary breakout room.
10. Complimentary luggage storage.
11. Complimentary storage of retreat materials overnight.
12. Complimentary shipment handling for a limited number of boxes.
13. One complimentary guest-room upgrade.
14. One complimentary guest room based on total pickup.
15. Discounted food and beverage pricing.
16. Reduced or waived small-group banquet fees.
17. Reduced audiovisual pricing.
18. Permission to bring basic audiovisual and facilitation equipment.
19. Group rate availability one night before and after the retreat.
20. A 21-day room-block cutoff date.
21. Courtesy room block with no attrition.
22. Individual room cancellation up to 48 hours before arrival.
23. Rebooking credit if the retreat must be postponed.
24. Recognition of applicable nonprofit tax-exemption documentation.
25. Complimentary private dining space with the purchase of dinner.

25. Contractual Requirements

The proposal should include the property's standard contract or proposed terms.

The organization will seek reasonable and mutually acceptable provisions related to:

- Guest-room attrition.
- Food and beverage minimums.
- Meeting-room rental.
- Cancellation.
- Rebooking credit.
- Force majeure.
- Severe weather.
- Public health emergencies.
- Government restrictions.
- Construction or renovation.
- Change in ownership or management.
- Service interruptions.
- Confidentiality.
- Data privacy.
- Audiovisual exclusivity.
- Outside-vendor access.
- Indemnification.
- Insurance.
- Final payment.
- Billing disputes.
- Master-account review.

The organization prefers:

- A courtesy room block.
- No attrition damages.
- No food and beverage minimum beyond contracted meals.
- Cancellation damages based on lost profit rather than gross revenue.
- Credit for rooms or services resold by the hotel.
- Rebooking credit for amounts paid if the retreat is postponed.
- A detailed final invoice provided within 10 business days.

26. Proposal Pricing Requirements

Proposals must provide itemized pricing.

Guest Rooms

Include:

- Nightly room rate.
- Applicable taxes.
- Mandatory fees.

- Parking.
- Internet.
- Room upgrades.
- Early check-in.
- Late checkout.
- Cancellation terms.
- Attrition requirements.

Meeting Space

Include:

- Primary meeting-room rental.
- Breakout-room rental.
- Evening setup access.
- Private dining-room rental.
- Setup and teardown.
- Room reset.
- Overtime.
- Cleaning.
- Security.

Food and Beverage

Include:

- Day Zero welcome dinner.
- Day One breakfast.
- Day One lunch.
- Day One morning break.
- Day One afternoon break.
- Day One dinner.
- Day Two breakfast.
- Day Two lunch.
- Day Two morning break.
- Day Two afternoon break.
- Beer and wine options.
- Service charge.
- Administrative fees.
- Gratuity.
- Applicable taxes.

Audiovisual

Include:

- Monitor or projector.
- Screen.
- Audio equipment.
- Microphone.
- Flipcharts.
- Whiteboard.
- Power strips.
- Technician labor.
- Setup and teardown.
- Service charge.
- Taxes.

Other Charges

The hotel should disclose any additional anticipated charges, including:

- Resort fees.
- Destination fees.
- Facility fees.
- Package-handling charges.
- Storage fees.
- Outside-vendor fees.
- Parking.
- Labor.
- Cleaning.
- Mandatory gratuities.
- Corkage.
- Bartender fees.
- Small-group surcharges.

27. Proposal Format

Proposals should be organized in the following order:

1. Property overview.
2. Primary contact information.
3. Confirmation of late-October availability.
4. Guest-room proposal.
5. Meeting-space proposal.
6. Room floor plans and photographs.
7. Food and beverage menus.
8. Audiovisual proposal.
9. Internet and electrical proposal.

10. Sustainability information.
11. Accessibility information.
12. Transportation and parking information.
13. Optional outdoor or team-building opportunities.
14. Concessions.
15. Contract terms.
16. Itemized cost estimate.
17. References.
18. Proposed contract.
19. Proposal expiration date.

Electronic proposals are preferred.

28. References

Please provide contact information for at least two organizations that have held comparable board retreats, leadership meetings, or strategic-planning sessions at the property within the past three years.

At least one reference should preferably be from a:

- Nonprofit.
- Association.
- Foundation.
- Charitable organization.
- Mission-driven organization.

For each reference, provide:

- Organization name.
 - Event type.
 - Event date.
 - Approximate attendance.
 - Contact name.
 - Contact title.
 - Email address.
 - Phone number.
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29. Property Renovations and Operational Changes

The property should disclose any planned or anticipated:

- Renovations.
- Construction.
- Guest-room improvements.
- Lobby work.
- Meeting-room work.
- Restaurant closures.
- Amenity closures.
- Ownership changes.
- Management changes.
- Brand changes.
- Labor disruptions.
- Road construction.

Any activity that could affect the retreat dates, privacy, noise levels, meeting space, or attendee experience must be disclosed before contracting.

30. Proposal Timeline

Milestone	Date
RFP issued	July 15, 2026
Proposals due	August 31, 2026

[Organization Name] reserves the right to modify this timeline.

31. Evaluation Criteria

Proposals may be evaluated using the following criteria:

Criterion	Weight
Overall cost and value	30%
Meeting-room suitability and privacy	20%
Guest-room rate and concessions	15%

Food and beverage quality and affordability	10%
Contract flexibility	10%
Sustainability and mission alignment	5%
Location, transportation, and parking	5%
Service quality and references	5%
Total	100%

The lowest-priced proposal will not necessarily be selected. Overall value, meeting-room quality, privacy, food and beverage service, contract terms, sustainability, and attendee experience will also be considered.

32. Rights Reserved

Twende Solar reserves the right to:

- Accept or reject any proposal.
- Request additional information.
- Negotiate with one or more properties.
- Modify the retreat requirements.
- Conduct site inspections.
- Cancel or reissue the RFP.
- Select a property based on overall value rather than lowest cost.
- Decline to award a contract.
- Verify proposal information and references.

Submission of a proposal does not create an obligation for Violet Crabb or Twende Solar to contract with the submitting property.

33. Proposal Submission

Please submit the completed proposal electronically to:

Violet Crabb
 Executive Director
 Twende Solar
 craviotn@gmail.com
 214-297-7609

Email subject: Proposal – Twende Solar October Board Retreat

Proposals must be received by 11:59 PM Central Time on August 31, 2026.
