

Review and Discuss Proposals for Capital Feasibility Study and Campaign

A request for proposals (RFP) for qualified and experienced fundraising consultants to conduct a capital feasibility study and campaign was sent to two vendors and was advertised in the local newspaper. Two proposals were received. The bids are available for Board review, if desired. The Board Facilities Committee will review and discuss the proposals and then determine a recommendation to the Board of Regents.

Proposal Summary
RFP# 18-08-272

	Cargill Associates 4701 Altamesa Boulevard Fort Worth, Texas 76133	Dini Spheris 2727 Allen Parkway #1650 Houston, Texas 77019
Estimated Time Frame	24 months	24 months
Capital Feasibility Study	\$31,600	\$62,000
Capital Campaign	\$221,880	\$384,000
Total Estimated Fees	\$253,480	\$446,000

Based on a thorough review of the proposals, staff recommends the contract be awarded to Dini Spheris. It is recommended that the company be awarded an initial contract, not to exceed \$62,000, to conduct a capital feasibility study. The results of this study will be used to determine if the College should proceed with a capital campaign. If the results are positive, the administration will bring a separate request to the Board for a capital campaign consultant contract. Anticipated expenses as provided by Dini Spheris are as follows:

Capital Feasibility Study (Four Months)	\$62,000
<ul style="list-style-type: none"> • Consulting service fee - \$15,000 per month • Travel - \$2,000 (Total for four month time frame) 	
Campaign Counsel (Year 1)	\$192,000
<ul style="list-style-type: none"> • Consulting service fee - \$15,000 per month • Expenses not the exceed \$1,000 per month 	
Campaign Counsel (Year 2)	\$192,000
<ul style="list-style-type: none"> • Consulting service fee - \$15,000 per month • Expenses not the exceed \$1,000 per month 	

The staff’s recommendation is based on the following.

- Dini Spheris’ extensive regional experience, knowledge, and prior performance were the primary deciding factors in selecting Dini Spheris for recommendation to the Board.
- After interviewing all references provided by both companies, and additional contacts who had worked with them, the responses confirmed Dini Spheris’ extensive knowledge on regional prospects, both individual and foundations.
- The Dini Spheris team’s commitment to work with the Galveston College Foundation staff to complete a successful capital campaign, and their staff’s impeccable reputation in the industry were considered.
- Capability and capacity to perform the work in a timely manner were also deciding factors.