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To: Board of Directors
Robert J. O'Donnell

From: Randy L. Brown and Donna Watson

RE: Development and Fundraising Proposals

Date: August 26, 2013

Earlier this year the administration, in consultation with several members of the Citizens Advisory Committee for Finance (CAC-Finance), discussed the need for a development / fundraising function in the district. As a result of that discussion, in June 2013, the administration released a request for proposal for Fundraising Firm/Consultant services to assist the district in starting a fundraising and development function.

Four proposals were received in response to our request. Members of the CAC-Finance and Kevin Stahl joined the Business Office in reviewing the proposals. Each of the four respondents proposed a planning study prior to beginning fundraising efforts. The planning studies assumed the district would have the ability to provide names of approximately 30-40 prospective donors that the consultant could interview as one step in developing a plan. Two of the four consultants assumed a database of donors would be available. After reading the recommended approach proposed by each vendor we have concluded that we do not have the required inputs that the proposed planning study would require.

Therefore, the administration recommends that the Board reject all bids received for the fundraising and development consultant. Following this action, the administration will return to a future Board meeting to discuss an alternative development and fundraising proposal for the district.