

# BELLEVUE CHRISTIAN

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WITH PURPOSE

## REQUEST FOR PROPOSAL

# Auction Event Management

May 4, 2022

ISSUED BY: Bellevue Christian School

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## INTRODUCTION

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Bellevue Christian School is an independent PS-12 school based in Bellevue, Wash., with three campuses in Clyde Hill, Medina and Woodinville. We prepare students to live faithfully for Christ, with the ability to understand, evaluate & transform the world with purpose, since 1950.

## BACKGROUND

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The annual Bellevue Christian Auction & Gala is not only our largest fundraising event each year, but also the only event that brings together all our families and staff to celebrate BCS as a community. It presents an opportunity for us to highlight the excellence of our programs, elevate the work we do that reflects our mission statement, and honor our teaching staff for discipling and teaching our students with purpose. Our desire is to host a party for our community that stands out each year in a positive light as being successful, enjoyable and well executed.

Our auction has silent/online and live auction components, and in 2022, also included raffle items. Proceeds from the raffle, silent and live auction go to the general BCS unrestricted fund for the school, with restricted donations coming in to “fund a need” during the Raise the Paddle portion. This year, we introduced a strategic shift in Bellevue Christian’s approach to philanthropy by establishing the Teacher Endowment Fund for our Raise the Paddle. We raised more than \$1 million for the Teacher Endowment

and more than \$330,000 for the general fund during the 2022 Auction. The Endowment will remain our Raise-the-Paddle focus in years to come.

## PROJECT GOALS & SCOPE OF WORK

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BCS is seeking the expertise and skills of a full-service auction events firm that partners with us to execute our comprehensive action plan to:

1. Build on our momentum of raising more than \$1.3 million gross revenue in 2022.
2. Grow the number of attendees from among our BCS community by 10%, including teachers, staff and parents, that is also proportionally representative of all three campuses. About 360 people attended in 2022.
3. Identify more opportunities for individuals or groups to be involved, from administration and staff to student groups and performers.

The ideal auction group will:

- Be knowledgeable of all Greater Giving products to provide seamless support from start to finish;
- Be able to advise of best practices and current trends in the auction and fundraising industry to help inform our decisions;
- Provide backend technology support for the silent/online auction;
- Deliver night-of event support for guest registration, bid recording, check-out procedures and item disbursement, among other event tasks;
- Serve night-of as point-of-contact for venue events management and staff;
- Provide post-auction reporting and transactional support to close out bidder and donor statements; and
- Be a partner to the BCS Events Team.

The selected firm will be responsible for providing pre-event consultation and Greater Giving configuration and administration, event night execution and staffing, and post-event support. The award will be made to a responsive and organized group based on the best value and professional capability to represent Bellevue Christian School.

Tasks include, but may not be limited to, the following criteria:

- Consult on best practices and current auction trends in the local market
- Configuration of Greater Giving for seamless execution
- Data imports into Greater Giving
- Assistance with data entry of RSVPs and/or auction items
- Collaborate on registration materials
- Evaluate onsite support needs

- Onsite supervision of registration and auction activities within Greater Giving
- Input sales data entry
- Monitor mobile bidding registration process and admin functions
- Manage the silent/online auction for mobile bidding
- Generate event reports and donor receipts
- Assist with reconciliation and batch credit card processing
- Provide post-event analysis and future event recommendations

## TIMELINE

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BCS anticipates a four-month timeline, with the start of pre-event support in January 2023 and post-event wrap-up concluding in April 2023. The live auction event date will be determined by venue and auctioneer availability, but possible 2023 dates will be March 11, March 25, or April 1.

## BUDGET

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Our budget is \$8,000-\$12,000. Alignment with our goals and needs is most important. We won't automatically select the lowest bidder or pass over the highest bidder. In fact, we encourage you to present us with a wow factor if there's something unique you can offer or suggest.

## ANTICIPATED SELECTION SCHEDULE

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Request for Proposals Opens: May 4, 2022

Deadline for Proposal Submission: May 16, 2022

Selection of Vendor: May 27, 2022

First Meeting Meet & Greet: June 3, 2022

Live Auction Event Date: March 11, March 25, or April 1, 2023

## TIME & PLACE OF PROPOSAL SUBMISSION

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The RFP will be posted on our website, [bellevuechristian.org](http://bellevuechristian.org), and can be downloaded from there directly on May 4, 2022.

Respondents to this RFP must submit one digital copy to the contact email listed on page 1, or one original + three hard copies with attention to the contact person and address listed on page 1.

Responses must be received no later than 4pm on May 16 and should be clearly marked "RFP-Auction Event Management."

## ELEMENTS OF PROPOSAL

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A submission must include, at a minimum, the following elements:

1. Description of the agency that includes a general overview, names and credentials of the auction events team, number of employees and number of years supporting auction management.
2. A one-page outlining the agency's strengths and distinguishing skills or capabilities that might relate to Bellevue Christian School.
3. A representative selection of past and current events and client successes, including timeline, support areas (e.g. Greater Giving, registration management, data entry, online bidding, post-auction reconciliation, etc.), funds raised and achieved goals.
4. An outline of agency services that matches BCS needs to desired deliverables with budget breakdown.

## EVALUATION CRITERIA

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The successful respondent will have:

- Been operating continuously as an auction events agency for a minimum of three years and possess full-service, in-house capabilities for event management, administration and collaboration.
- The education, experience, knowledge, skills and qualifications of the agency and the individuals who will be available to provide these services.
- Proven and qualified experience in working with the full line of Greater Giving products.
- The competitive cost of services.
- The expertise of the agency in working with similar clients, e.g. schools.

We look forward to hearing from you!

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