



Request for Proposals
Legal Services for Children Stakeholder Retreat Event 2025
Released: 4/1/25
Proposals Due By: 5/16/25

About Legal Services for Children

Legal Services for Children (LSC) provides free representation to children and youth who require legal assistance to stabilize their lives and realize their full potential. Through a holistic team approach utilizing legal advocacy and social work services, our goal is to empower clients and actively involve them in the critical decisions that impact their lives. LSC uses this model to achieve safety and stability at home, educational success, and freedom from detention and deportation for our clients.

Legal Services for Children 2025 Retreat Event Project

LSC seeks proposals for an event space to host a three-day, two-night stakeholder retreat, where professionals and community members will convene to discuss and develop a project. The event will include audiovisual presentations, group discussions, lectures, team-building exercises, and social periods for shared meals and community building.

Proposals are due by 5pm Pacific time on May 16, 2025, and must be submitted by email to Lisa Kalayji at Lisa@lsc-sf.org.

Work and Deliverables

The space for the event will require the following elements:

Daytime Event Venue

A space is needed that can comfortably seat 25-30 people in small groups (with groups of five to six chairs organized around tables of an appropriate size for participants to easily converse, but large enough to accommodate personal notebooks and/or laptops). The venue will need to be prepared to provide furniture for this purpose; please include pricing for furniture rental in your proposal if your venue charges a furniture fee separate from the space rental.

The conference space will also need to have space and capability to accommodate breakfast, coffee break, and lunch catering for 25-30 people. Please include furniture rental cost for these tables, and please ensure that the conference space you propose is large enough to accommodate catering set-up without disturbing the furniture or space in use by event participants in their discussion groups.

The conference sessions will need audiovisual capabilities, including sound amplification, capability for visual presentations (connecting the presenter's computer to the venue's presentation screen). Please indicate in your proposal what types of cables are required to connect a laptop to your presentation screen, and whether these cables will be provided by the venue as part of the space rental or if presenters must bring their own cables. Please also specify what

sound amplification system(s) the proposed room is equipped with, whether presenters will need to bring any of their own hardware (microphones, cables, etc.) in order to use that equipment, and what additional fees are charged for use of this equipment, if any.

If there are time restrictions on the use of the conference space (e.g., only available from 9AM to 5PM), please clearly specify these hours in your proposal. *If there are any needs outlined above that your venue is unable to fulfill (e.g., for furniture or equipment), please clearly specify in your proposal which items LSC must secure from other sources.*

Evening Social Meal & Community Gathering Space

After daytime conference hours, retreat participants will enjoy social community building time for more informal discussions and group bonding. Please indicate in your proposal what space is available for this type of gathering. We do not require exclusive use of a space for this purpose (use of a shared restaurant space or patio alongside other guests is acceptable), but it is essential that all 25-30 participants in our group can be accommodated in that space for both of the two nights of the event.

Please note in your proposal whether the evening gathering space can accommodate catering, or if the space is a restaurant and guests will need to order food from there. If catering can be accommodated, please indicate whether catering is via your venue's in-house catering or should be brought in from elsewhere; if in-house catering is to be used, or if the space is a restaurant, please provide a dinner menu that includes pricing and information about your ability to accommodate food allergies and vegetarian/vegan dietary requirements.

Please ensure that your proposal includes all pricing and fees relating to meals/catering, including any compulsory gratuity or other service charges and/or fees for furniture and/or staff time for catering set-up and break-down. *If there are any needs outlined above that your venue is unable to fulfill (e.g., for furniture to support catering set-up), please clearly specify in your proposal which items LSC must secure from other sources.*

Daytime Event Catering

Catering for the daytime conference event will be needed for three days, to include the following:

- Breakfast, including coffee, water, and juice
- Coffee and light refreshment breaks for the mid-morning and mid-afternoon
- Lunch

Please indicate in your proposal whether your venue's in-house catering is to be used, or if catering should be brought in from elsewhere. If in-house catering is to be used, please provide menus with pricing for breakfast, lunch, and coffee/refreshment breaks, including pricing and information about your ability to accommodate food allergies and vegetarian/vegan dietary requirements.

Please ensure that your proposal includes all pricing and fees relating to meals/catering, including any compulsory gratuity or other service charges and/or fees for furniture and/or staff time for catering set-up and break-down.

Overnight Accommodation

Overnight accommodation in single rooms will be needed for 25-30 people. If guest room pricing is contingent on the number of rooms booked, please indicate clearly in your proposal how cost will be affected by the number of guests (e.g., \$X per room per night to book 15-20 guest rooms, \$X per room per night to book 21-25 guest rooms, etc.).

We may not have final confirmation of the number of overnight guests at the time of initial contracting. Please ensure that any cancellation fees associated with cancelling holds on guest rooms that are ultimately not needed are include in your proposal.

*** Price Guarantee Requirement***

Please include all costs in your proposal, including any taxes, fees (including potential cancellation fees), and/or service charges. “Surprise” or “hidden” fees will not be accepted; your proposal must encompass *all costs that may be charged* if your proposal is accepted. If your venue’s pricing differs based on days of week or dates of the event, please indicate these differing price options in your proposal.

We will require that your pricing can be guaranteed until late May to allow us time to confirm a venue selection and place our booking at the quoted price before prices are adjusted.

RFP Process & Timeline

Proposals will be accepted through Friday, May 16th, 2025, and evaluated as they are received. LSC will reach out to request clarification, further information, or revisions to proposals during the evaluation process. Early submissions are encouraged. Venues will be notified of the outcome at the earliest possible date following the end of the proposal submission period. We seek to book a space shortly after the RFP process is completed.

Proposal Evaluation Criteria

Proposals will be evaluated on the following indicators:

- Provision of all information/pricing requested in this RFP (revised proposals may be requested if information is missing from your proposal, but we cannot guarantee that incomplete proposals will be considered)
- Fit with the outlined deliverables of the project
- Cost efficiency
- Ability to provide many or all required products and services in-house (AV equipment, furniture, catering)
- Suitability of the conference space and evening gathering/meal space for the nature of the event

Please email Development Manager Lisa Kalayji at Lisa@lsc-sf.org with any questions about the project or process.