

# REQUEST FOR PROPOSALS

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Community Action Agency of Butte County, Inc.  
*Helping People. Changing Lives*

Date: January 13, 2026

To: Fundraising Event Consultants / Consulting Firms

From: Community Action Agency of Butte County, Inc.

| RFP Schedule                         | Dates                     |
|--------------------------------------|---------------------------|
| RFP Release                          | January 13, 2026          |
| Submittal Deadline for Proposal      | January 27, 2026, 4:59 PM |
| Notice of Intent to Award (Estimate) | February 5, 2026          |

## Introduction

Community Action Agency of Butte County, Inc. (CAACI) is seeking proposals from qualified fundraising event consultants to assist in planning, organizing, and execution of a successful golf tournament fundraiser, *Swing for Change*, scheduled for May 30, 2026. This RFP outlines our requirements for event consulting services and invites interested firms to submit proposals detailing their qualifications, experience, and proposed solutions.

## About Community Action Agency of Butte County, Inc.

CAACI serves as a catalyst to reduce poverty and its symptoms by providing quality services, developing resources, and collaborating with community partners. Our comprehensive programs focus on energy savings, nutrition assistance, affordable housing and homeless services.

## Scope of Services

CAACI seeks a fundraising event consultant to provide comprehensive support for the golf tournament fundraiser, including but not limited to:

- Event Planning
- Sponsorship Acquisition
- Marketing & Promotion
- Vendor & Venue Coordination
- Volunteer Management
- Registration & Ticketing

- Day-of-Event Management
- Post-Event Follow-Up

## Proposal Requirements

Interested consultants are requested to submit a comprehensive proposal that includes:

- Company Overview
- Scope of Services Offered
- Proposed Solution
- Experience and Qualifications
- Team and Key Personnel
- Service Level Agreements (SLAs)
- Implementation Plan
- Pricing Structure

## Evaluation Criteria

Proposals will be evaluated based on:

- Responsiveness to the RFP and Understanding of CAABCI's Needs (20%)
- Experience and Qualifications (25%)
- Proposed Solution and Scope of Services (25%)
- Pricing Structure and Value (20%)
- Implementation Plan (10%)

## Submission Instructions

Submit proposals electronically in PDF format to Timothy Hawkins –  
[thawkins@buttecaa.com](mailto:thawkins@buttecaa.com)

Subject line: 'RFP – Fundraising Event Consultant – [Your Company Name]'

Deadline: January 27, 2026, 4:59 PM

## Timeline

- RFP Issued: January 13, 2026
- Proposal Submission Deadline: January 27, 2026, 4:59 PM
- Proposal Review Period: January 28 - 30, 2026
- Interviews (if necessary): February 2 - 4, 2026
- Notification of Award: February 5, 2026
- Contract Negotiation and Finalization: Immediately following award notification

## Contact Information

All questions regarding this RFP should be submitted in writing via email to Timothy Hawkins – [thawkins@buttecaa.com](mailto:thawkins@buttecaa.com)