Request for Proposals for FEZANA Center

The RFP consists of three parts:
A – Proposal Format,
B – Submission Method and Date,
C – General Requirements for the FEZANA Center.

A – Proposal Format

Proposals are requested from FEZANA member associations for providing the facility for FEZANA Center. The proposal should be concise but complete. Photographs and or plans should be provided to help FEZANA to visualize the facilities and surrounding area.

B – Submission Method and date

You are encouraged to submit the proposal in electronic format on or before March 15, 2014.
The proposal should be addressed to: President FEZANA
The proposal should be signed by the President/CEO of the Association.

C – General Requirements for the FEZANA Center

FEZANA is registered as a not for profit corporation in the United States, the Center should be located in the US in a major metropolitan area with significant Zarathushti population, preferably adjoining an existing or future Zarathushti center with a large meeting hall, other meeting / class rooms, library and religious facilities. Safety, security, parking area is very important.

The FEZANA Center should be the first and widely publicized, point of contact for Zarathushtis (from around the world) and non-Zarathushtis (students, academicians, interested persons), who wish to make any enquiries about FEZANA or the Zarathushti community in North America, or about Zoroastrianism. The Center can then direct the query to the appropriate party or website (e.g. to FIRES, or to NAMC, or to a specific Zoroastrian Assn). The FEZANA Office should also be administrator for and be responsible for updating the FEZANA website at www.fezana.org.

Suggested items for inclusion in the RFP are:
- General description of the project:
- Community awareness, support and enthusiasm for the project, meetings held, polls taken.
- Availability of land for construction.
- Availability of utilities and their proximity.
- Zoning restrictions.
- Details of building contemplated with description of spaces.
  - Administrative office with reception space and small seating area.
  - I.T. room for servers, computers, printers, web hosting etc.
  - Exhibition Area to showcase:
    - Zarathushti history, culture, traditions.
    - History and achievements of Zarathushti’s in North America.
    - History and achievements of FEZANA, the Associations, Committees (e.g. UN-NGO work, etc), with early correspondence, letters, original copy of the Constitution, photographs, awards, trophies, etc. Enclosed book cases with well organized records of every FEZANA AGM, every NA Congress, and every World Congress.
    - History and achievements of other NA organizations – NAMC, WZCC, SSZ, ZWIN …
    - FEZANA Journal and other FEZANA publications
  - Back office, storage (eventually to be moved online) for:
    - Administrative records, minutes, Committee records
    - Back issues FEZANA Journal and other FEZANA publications
    - FEZANA photo library
    - Master CD’s of all FEZANA Journals and other FEZANA publications.
  - Conference room with video conferencing capability
  - Small theater for seminars and presentations.
  - Zarathushti shop area for ordering:
    - Zarathushti liturgical items – sudrehs, kushti, divas, sukhar, lobban, prayer books, Z books, etc. (could be subcontracted or leased.)
    - FEZANA Journal and other FEZANA publications.
  - Some rooms for overnight stay for out of town visitors.
  - Additional office space for new and future initiatives.
  - Office space for NAMC (Mobed Council, until a permanent location is established)

If close to a Z center, there could be cross-utilization of some of the above spaces.

- Manner in which the facility will be constructed.
  - Architectural services, in house or sublet.
  - Construction services, in house or sublet.

- Land lease arrangement contemplated with FEZANA.

- Readiness for project,
- Immediate.
  - Gestation period

- Estimated total cost of project.

- Member’s contribution to the cost of the project.

- A listing of staffing needs and their availability.

- Assistance that will be needed from FEZANA.