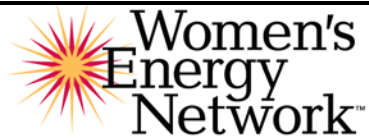


**REQUEST FOR INFORMATION**

**Women's Energy Network New Chapter Solicitation**



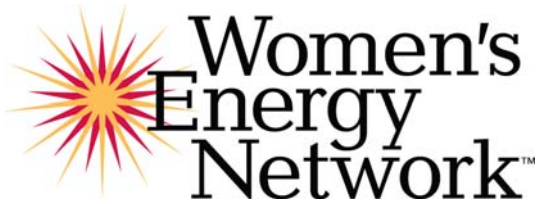
## **WELCOME**

Thank you for your interest in initiating a chapter of the Women's Energy Network (WEN). With more than 3,300 members nationwide, WEN provides networking opportunities for women in the energy industry and fosters career and leadership development. Its members are drawn from all sectors of the energy industry, from business management and law to engineering and geology and work for companies ranging from multinational Fortune 500 giants like BP, Shell, Chevron, ExxonMobil, and Conoco to large independents and service providers such as Enterprise Products, AIG, Anadarko and Halliburton, to some of the best known law and consulting firms in the business today.

Since its founding in 1994, WEN has steadily grown and today hosts monthly luncheons for members and guests. Our speakers feature exceptional leaders from across the energy value chain. WEN is committed to helping fill a growing need for women working in the energy industry in this decade and beyond. WEN is offering you the unique opportunity to help us increase our professional base by submitting a Request for Information (RFI) to become the next WEN chapter. If you are interested, please review our website, which illustrates who we are, and submit the attached RFI.

We look forward to hearing from you!





## 1 Introduction

### 1.1 Overview of Women's Energy Network

The Women's Energy Network (WEN) is an association for women professionals that provides networking opportunities for women in the energy industry and fosters career and leadership development. With more than 3,300 members employed in the areas of business management, law, engineering, geology, marketing, accounting, acquisitions and other energy related professions, WEN has unlimited diversity in its membership to connect you to other energy industry professionals.

### 1.2 Purpose of RFI

The purpose of this RFI is to collect pertinent information necessary to determine the best city to potentially launch a new chapter of WEN. The response to this RFI serves as the basis for any future negotiations and agreements with WEN. It represents a firm commitment by the Respondent to confirm in the manner outlined in this document.

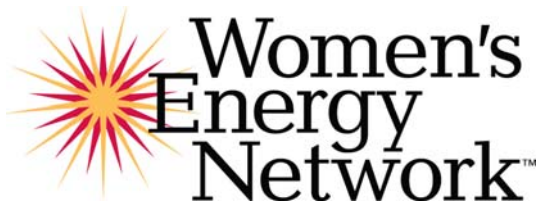
### 1.3 RFI Schedule

RFI Event	Dates
RFI sent to potential chapters	
Questions and points of clarification	Continuous
Submission deadline for RFI by 4 p.m. CT	Two weeks prior to monthly board meeting
WEN National President Elect and New Chapter Chair reviews and submits additional inquiries	One week after submission deadline
Board of Directors reviews and submits additional inquiries	Two weeks after submission deadline

WEN National President-Elect will evaluate all submissions and interview potential Respondents deemed most appropriate to become a new WEN Chapter. Further written material regarding qualifications or submittals may be requested prior to or following interviews. Once the President-Elect approves the RFI, a motion will be made to the board of directors and has to be approved prior to a WEN chapter being established.

### 1.4 Evaluation Criteria & Selection Process

The Respondent deemed to be the most qualified candidate, based on the following factors, will be recommended to the WEN Board of Directors for its consideration.



WEN will make the selection of the Respondent based on the following factors:

- ❑ The overall strength of the Respondent's qualifications to becoming a new chapter.
- ❑ Ability to sustain a WEN chapter.
- ❑ Experience in running and facilitating meetings.

## 2 Proposal Submission Information

### 2.1 Key Terms and Conditions

- ❑ All proposals shall conform to each of the requirements set out in this document. Non-conforming proposals will not be considered. A conforming proposal may contain additional or alternative proposals for further consideration.
- ❑ WEN is not responsible for any costs incurred in responding to this RFI or in subsequent talks and/or negotiations.
- ❑ All proposals shall be submitted by the date specified in the Introduction. Proposals submitted after that deadline will not be accepted.
- ❑ It will be assumed that any Respondent submitting a proposal in response to this RFI agrees to all terms contained within this RFI

### 2.2 RFI Respondent Requirements

- ❑ Respondents are asked to respond in full to all questions within this RFI. If any questions are not answered, please note why an answer could not be provided.
- ❑ RFI Submission Requirements:
  - Respondent shall input their responses into this document and
  - Return via email by the stated due date in Section 1.3 of this document

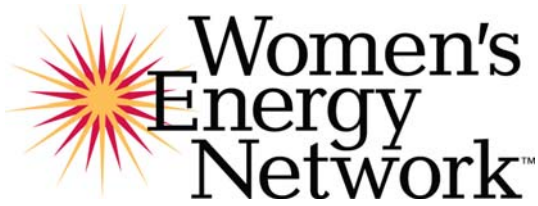
### 2.3 RFI Communication & Delivery

For the purposes of this RFI, WEN's primary contact is

WEN National Board, President-Elect

Email: [presidentelect@womensenergynetwork.org](mailto:presidentelect@womensenergynetwork.org)

All contact and questions with regard to this RFI shall be made to the WEN President Elect either through email or by phone. WEN encourages the Respondent to contact the WEN President Elect with any questions and/or clarifications that the Respondent may have in regards to understanding and answering this RFI.



### 3 New Chapter Questionnaire

#### 3.1 Goals and Objectives

We ask that Respondents wishing to start a chapter take the time to thoroughly review our purposes, goals, and objectives on our web site to ensure that they agree and will operate under our stated purposes, goals and objectives as described therein.

#### 3.2 Questionnaire

##### 1. General Contact Information

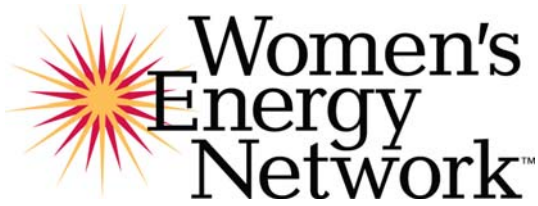
Name	
Employer	
Address	
Work Telephone	
Email Address	

##### 2. Are you an active WEN member?

##### 3. If you are not an active WEN member, how did you hear about WEN?

##### 4. Why do you want to establish a WEN chapter in your city? What is your motivation?

##### 5. What would be the benefits to chapter members?



6. What would be the defining characteristics of your local chapter?

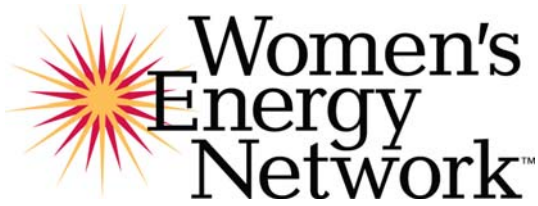
7. What events, activities, and initiatives do you propose to hold?

8. What is the short and long term vision of your chapter?

9. Tell us something about the person(s) who wants to start the chapter?

10. List your qualifications. Do you have any experience in running a not for profit organization? Include any experience running meetings.

11. Who are your potential board members? Please list their names, employers and WEN board positions. Please include past board experience.



12. Do you have a mailing list of potential members? If no, how do you plan to promote WEN?

13. List companies where potential members are employed.

14. Do you have a women's energy networking group meeting in your area locally? If so, what is the name of this organization and its website? Provide any additional details related to group, as necessary.

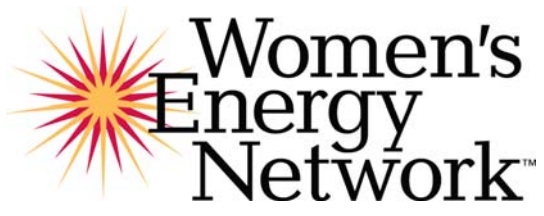
### 3.3 Demographics Information

15. What is the size of the energy industry in your community and its impact on the economy?

16. List the major energy companies in your community.

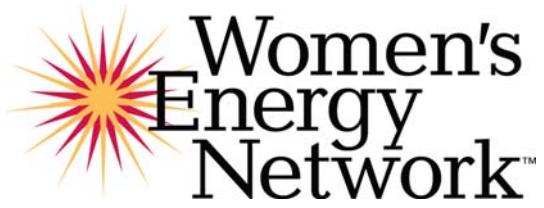
17. What is the size of the energy workforce in your community? Is the energy workforce increasing, decreasing, or staying the same?

18. Do you have any potential sponsors? If so, who and why do you think they would be a sponsor of WEN?



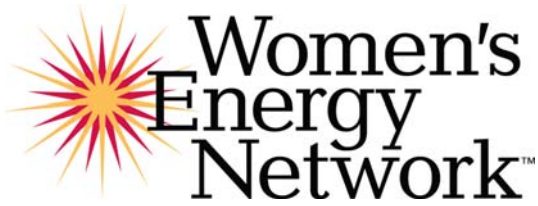
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19. What is your proposed Board Meeting Schedule?

20. What is your proposed Calendar of Events for your first year as an approved Chapter?



## 4 Respondent Response

Please use this form to certify that the submitted response to this RFI is both accurate and correct. Verify submitted response is in agreement with the requirements and guidelines outlined in this RFI. Complete and e-mail this form to the president elect at [presidentelect@womensenergynetwork.org](mailto:presidentelect@womensenergynetwork.org) with the completed submission.

Save this page only as a separate Microsoft Word file before e-mailing. The undersigned submits this RFI in pursuant to the requirements and specifications defined in this RFI, without exception unless such exception is clearly noted on this summary document.

The Respondent declares that they have carefully examined the requirements and specifications and that it proposes.

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Respondent Name

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Date