



Request For Qualifications (RFQ)
Board Retreat Team Building Facilitation
December 21, 2017

Request for Qualifications (RFQ)
For A
Board Retreat Team Building Facilitator

Fresno Economic Opportunities Commission (Fresno EOC)
1920 Mariposa Mall, Suite 300
Fresno, CA 93721

December 21, 2017



Summary and Background

Fresno EOC is seeking consultant services to prepare for, provide training during and participate in the 2018 Fresno EOC Board Retreat, February 22-14, 2018: The goal of the retreat is for the Board to advance the board toward becoming a most effective Board.

Effective boards have a culture where the strengths of individual members are recognized and utilized, members are fully informed and engaged, and members feel their participation is both valued and meaningful. While Fresno EOC strives to make this so, it should never be taken for granted. Identifying the strengths of the Fresno EOC Board and intentionally developing culture via Board training, team building and providing opportunities for developing relationships between Board members, and between Board members and Staff Leadership is a goal of this year's retreat.

In 2016 the Fresno EOC Board retreat focused on the Board accomplished the work it is mandated to perform. The 2017 Board Retreat established new Strategic Goals and set the direction of the agency for the next 3-5 years. Addressing the culture of the Board in 2018 is a next step towards maintaining a high functioning Board.

The 2018 Fresno EOC Annual Board Retreat will be held February 22-24 2018 at the Chaminade Hotel in Santa Cruz, California. The retreat participants comprise our 24 board members, and 25 executive staff and program directors. In recent years there has been over 90% attendance.

About Fresno Economic Opportunities Commission (Fresno EOC)

Founded in 1965, Fresno EOC has spent over five decades investing in people, helping them become self-sufficient contributing members of the community. The scope of service provided by our Agency address almost all facets of the causes and/or conditions of poverty. Activities include, but are not limited, pre-school education, charter high schools, vocational training, homeless youth, human trafficking, senior citizen volunteers, food services, weatherization, solar, health, dental, transit, nutritional, business and economic development services. See www.fresnoeoc.org for additional information.

Fresno EOC is a private, nonprofit 501(c) (3) corporation governed by a twenty-four (24) member tripartite Board of Commissioners under the auspices of the Economic Opportunity Act of 1964. Eight of those twenty-four members are public elected officials or their designee; eight members are from the business sector, public agencies, and community groups; the remaining eight members are elected low-income target area representatives from throughout Fresno County. Fresno EOC has an annual operating budget of \$100 + Million dollars and a staff of over 1,250 people.

Proposal Guidelines

This Request for Qualifications represents the requirements for an open and competitive process. Proposals will be accepted until *January 22, 2018 at 9:00 AM Pacific Coast Time*. Proposals received after this deadline will be returned to the sender. All proposals must be signed by an official agent or representative of the firm submitting the proposal.



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All proposals must contain a “Scope of Work” that describes how the consultant will perform all of the activities required to complete the work to be performed and the outcomes to be achieved. The cost of all activities should be depicted in the budget section of the proposal.

All costs must be itemized to include an explanation of all fees and costs for services and resources provided by Proposer.

The contract’s final scope of work, terms and conditions will be negotiated with the chosen qualified responder. All contractual terms and conditions will include scope, budget, schedule, and other necessary items pertaining to the project’s services.

Specific Tasks

TASK 1: Conduct up to 30 (under 30 minutes each) phone interviews with Board members and Staff to gain a greater understanding of the current situation, items to be addressed during the retreat, and goal increased board cohesiveness and effectiveness.

TASK 2: Following the interviews create a plan with outcomes and retreat training and facilitation activities necessary to attain the outcomes.

TASK 3: In consultation with the Chief Executive Officer, negotiate and establish a training and facilitation plan for the 2018 Board retreat.

TASK 4: Provide facilitation and training throughout the Board retreat which starts at 1:00 PM Thursday, February 22 and ends with a Board meeting Scheduled for Noon on February 24.

Task 5: Prepare and submit a short evaluation with any suggestions for future actions

Scope of Work

The training must provide Fresno EOC’s Board Members a coherent, well-articulated information exchange which will include but not limited to the following topics:

- Relationship and trust building.
- Effective communication styles and approaches.
- Managing conflict resolution.
- Understanding leadership roles and styles within a private nonprofit organization.
- Exercises to foster group participation so that members get to know one another throughout the retreat’s training sessions, including an evening training exercise.



Deliverables

Expected Outcomes would include:

- The development of a high achieving, resilient and robust Board of Commissioners.
- Creating mutually trusting relationships leading to consensus-based decision making.
- Improving effective communication skills.

Timeline for RFQ Evaluation

- December 21, 2017 – Public notification of the RFQ.
- January 12, 2018 – Q & A deadline.
- January 22, 2018, 9:00 AM Pacific Coast Time – proposals due.

Budget

All proposals must include projected costs to complete the items described above.

Consultant Qualifications

Consultants should provide the following information as part of their proposal for consideration:

- Description of experience in organization development consulting.
- Description of experience facilitating team building training.
- Examples of past work that you have done in this area.
- Anticipated human resources you will assign to this project (total number, role, title, experience).

Evaluation

All proposals will be reviewed, and evaluated with highly evaluated responders being invited to discuss further Fresno EOC's interests and culture. Fresno EOC will evaluate all proposals based on the following criteria:

- Relevant skill sets in Board facilitation, and experience in organizational development.
- Compatibility with Fresno EOC's culture and mission.
- The initial budget, which is understood will be refined and negotiated as we jointly discuss and define the scope of work.
- Proposals submitted from women/disabled veteran/minority-owned small businesses are encouraged and will be given specific consideration.



Proprietary Proposal Material

Fresno EOC respects your professional privacy, any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

Insurance

Selected contractor will be required to demonstrate proof of insurance sufficient to protect all parties involved in the performance of the scope of work. Insurance requirements are in the contract agreement.

Litigation

Provide specific information on the termination of any contract you have been involved in (for default), litigation, settled, or judgments entered within the last five (5) years involving your firm, joint venture partners, or sub-consultants. Also, provide information on any convictions for filing false claims within the past five (5) years.

Conflict of Interest

Please provide a statement of conflicts your firm, sub-consulting firms and/or key employees may have regarding these services. The statement should not only include actual conflicts, but also any perceived working relationships by disinterested parties as a conflict. If there are no potential conflicts of interest please state so.

Women/Disabled Veteran/Minority-Owned Small Businesses

Firms that qualify as a woman/disabled veteran/minority-owned small business should provide a publically certified document or a self-certification statement that is subject to examination.

Rejection of Consultant's Proposal

The consultant acknowledges the right of Fresno EOC to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the consultant's Proposal deemed most favorable to Fresno EOC after all have been examined and evaluated. In addition, the consultant recognizes the right of Fresno EOC to reject a proposal if the consultant's proposal is in any way incomplete or irregular.

Questions

Direct all questions to Elizabeth Jonasson, via email, Elizabeth.Jonasson@FresnoEOC.org. All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage (www.fresnoeoc.org). Fresno EOC will not accept questions after January 12, 2018.



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Proposal Submission

Fresno EOC requires a digital file submissions of your proposal to elizabeth.jonasson@fresnoeoc.org no later than *January 22, 2018 at 9:00 AM Pacific Coast Time*. Please sign and return the authorization statement on the following page with your proposal.

- Please submit a digital proposal in a pdf format to, elizabeth.jonasson@fresnoeoc.org with subject line: *Board Retreat Team Building Facilitation*

Thank you for your consideration and interest in Fresno EOC.

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**Request for Qualifications (RFQ)
For
Board and Staff Team Building Facilitation**

AUTHORIZATION:

The undersigned hereby asserts that he/she is duly authorized to submit this Proposal, that all information contained in it is true, correct and complete, and that the undersigned is authorized to enter into a contract with Fresno Economic Opportunities Commission should he/she be selected and approved for services, as negotiated.

Name of Firm/Consultant

Name of Principal/CEO/Owner Print Signature

Title Phone

Address City/State/Zip

Date License # (if applicable)

Email



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