



REQUEST FOR PROPOSAL For
CEO Search Listening Sessions
Bid Number: 03292019
March 29, 2019

Fresno Economic Opportunities Commission (Fresno EOC) is soliciting proposals to establish a contract with one (1) qualified and experienced vendor to conduct listening sessions in Fresno EOC Target Areas, with Fresno EOC Stakeholders and staff. The information gathered from the sessions will inform the Board of Commissioner's search for a Chief Executive Officer. This solution would cover key areas including Meeting Planning and Facilitation, Communications, Marketing and Outreach, Reporting and Consultation with the Executive Committee.

Proposals will be considered from qualified and experienced firms, and who in the judgment of Fresno EOC are financially responsible. Through prior work performed, firms must be able to show evidence of reliability, capability, experience, and knowledgeable personnel to perform the services.

You can also find this Request for Proposals (RFP) on the Fresno EOC website homepage www.fresnoeoc.org.

Proposal Submission:

Qualified firms are invited to submit a proposal meeting the requirements described herein no later than 2:00 p.m. on Friday, April 12, 2019. Submit a digital proposal in pdf format to: CEOselection@fresnoeoc.org with a subject line: CEO Search Listening Sessions and nine hard copies hand delivered to Susan Shiomi, Internal Auditor at the Fresno EOC Offices, 1920 Mariposa St. Ste. 300, Fresno, CA or mailed to:

Fresno EOC
CEO Selection Process
PO Box 992
Fresno, CA 93714

It is the responsibility of the Bidder to ensure proposals are received by the above deadline. Late proposals will not be considered.

Questions:

Direct all questions regarding this RFP to Linda Hayes via email: CEOSelection@fresnoeoc.org. All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage (www.fresnoeoc.org) under the RFP section. Fresno EOC will not accept questions after April 10, 2019.

This Request for Proposal does not commit Fresno EOC to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. Fresno EOC reserves the right to accept the proposal that it considers to be in its best interest. Fresno EOC will be the sole judge in making this determination. All materials submitted to Fresno EOC by firms in response to this RFP become the sole property of Fresno EOC and will be used at its discretion unless the proposer identifies any trademarks or patents that protect products submitted. Selection of the firm is at the sole discretion of the Fresno EOC Board of Commissioners.

Thank you for your interest in working with Fresno Economic Opportunities Commission.

Linda Hayes, Board Chair

Fresno Economic Opportunities Commission

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Fresno Economic Opportunities Commission (Fresno EOC) is soliciting proposals from qualified and experienced vendors to conduct listening sessions in the Fresno EOC Target Areas, the Fresno business community and for staff employed at Fresno EOC. The information gathered from the sessions will inform the Board of Commissioner's search for a Chief Executive Officer. This solution would cover key areas including meeting planning and facilitation, marketing, communications and outreach, reporting and consultation with the Executive Committee.

About Fresno Economic Opportunities Commission (Fresno EOC):

Fresno EOC is a Community Action Agencies authorized by the Economic Opportunities Act of 1965 and established as a non-profit corporation under the Laws of California and the 501 (c) (3) section of the internal revenue code. Fresno EOC is governed by a tri-partite board of 24 commissioners that includes representatives of public officials, community representatives and elected representatives of the poor. Fresno EOC has over the past 52 years emerged as one of the premier Community Action Agencies in the nation with an annual operating budget of 100+ million. Fresno EOC employs 1200+ individuals all directed towards empowering the poor in our community.

Response Format:

Responses should be concise and include the materials which are requested within this RFP. Generic marketing and promotional materials are neither required nor desired. Responding vendors should concisely, but completely describe the scope of services they feel are appropriate to Fresno EOC and its affiliate entities.

Background

The Fresno EOC Board of Commissioners wishes to conduct listening sessions with key stakeholders in the Fresno Community and with Fresno EOC employees. Information gathered from the listening sessions will inform the Board's hiring decision for a new Chief Executive Officer.

Scope of Service

1. Meeting Planning and Facilitation
 - Work with Board to reach identified targeted groups with list to be provided by the Board;
 - Prepare appropriate agendas
 - Choose and secure sites that are easily accessible by the targeted group and are free/low cost
 - Manage all issues associated with sites including accessibility, room set up, fees and required actions (i.e. cleaning, security)
 - Prepare for, facilitate and memorialize all listening sessions
 - Draft an electronic survey for Executive Committee approval to distribute to those on stakeholder list and Fresno EOC staff.
2. Communications, Marketing and Outreach
 - Develop targeted communication strategies for various groups, to include fifteen (15) listening sessions including the eight (8) Fresno EOC target areas. Additional sessions should include board, staff, Head Start Policy Council and community leaders.
 - Prepare and distribute marketing materials for various audiences, on-line distribution methods should be addressed
3. Reporting

Produce complete and concise written reports of the listening sessions that clearly identify the emergent themes. Reports should be produced within one (1) week after each session and a final compilation report is due by June 28, 2019. Provide written documentation taken at each session.

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4. Chair/ Executive Committee Consultation
Meet with the Board Chair and/or the Executive Committee as needed to review project progress

Specifications:

Responses to this RFP should cover the following components; the number shown in parentheses is the weighting that component will receive in the rating matrix:

1. Firm Background
 - Firm Name
 - Home Office Address
 - Website
 - Contact Information for this RFP:
 1. Name and Title
 2. Phone
 3. Fax
 4. Email
2. Firm Structure and Experience (5 points)
 - Describe the ownership and structure of your firm.
 - Number of branches and size (overall as well as locally within Fresno County).
 - Number of employees.
 - Number of years in existence.
 - List your firm's lines of business (including affiliated companies).
 - General services offered
 - Describe your firm's expertise in each of the following areas:
 - Meeting Planning
 - Focus Group Facilitation
 - Communications, Marketing and Outreach
 - Reporting
 - Executive Consultation
 - Provide a creative solution you've provided to a client in the past year.
 - Number of new and resigning clients in 2018.
 - Provide your privacy policy with regards to sharing client information with outside parties.
 - Provide a conflict of interest statement that your firm; associate firms and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, state so.
 - Provide proof of insurances carried for errors and omissions and fiduciary liability.
3. Non Profit Expertise / Relevant Experience / Client References (10 points)
 - Descriptions/examples of previous experience that may be relevant to or similar to that of Fresno EOC's plans.
 - Describe your experience working in Fresno County or a similar area.
 - Provide a list of current clients with a similar non-profit structure.

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- Explain experience in providing services to businesses with non-profit structure.
 - List three clients, preferably non-profit organizations, whom we may contact as references. Please also include the number of years you have been working (or worked) with them.
4. Proposed Service Approach (25 points)
- Describe your understanding of Fresno EOC's desired outcomes.
 - Discuss your firm's philosophy on the process of providing consulting services, including proposed techniques and methodology.
 - Describe your proposed timeline for meeting Fresno EOC's desired outcomes.
 - State any difficulties foreseen in performing the designated tasks.
 - Describe your firm's technological capabilities and what resources are available.
 - Describe any services or portion of services, which will be performed by another vendor, and provide relevant information on said vendor's qualifications and personnel.
5. Service Team (10 points)
- Describe the proposed team such as:
 1. Name
 2. Job title
 3. Location
 4. Education
 5. Current responsibilities and area of expertise
 6. Years of experience
 7. Number of years with your firm
 8. Professional affiliations
 9. Professional qualifications (such as: honors, designations, other credentials)
 - Include resumes of these key individuals as an Appendix to this proposal.
 - Supply an outline of key milestones to implement services and who will be responsible for completion of each milestone.
 - Provide a list and description of current or pending administrative or similar actions against your or your firm or an affirmative statement that there are none.

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6. Women Owned, Disabled Veteran Owned, Minority Owned, or Small Business Owned (20 points)
 - Efforts will be made to utilize small businesses, women, disabled veteran, and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to Fresno EOC. If applicable, provide publically certified documentation or a self-certification statement that is subject to examination. If not applicable, please so state.
 - Please provide details of any efforts towards diversity by your firm.
7. Proposed Fee Structure / Pricing (25 points)
 - All proposals must state the maximum total compensation for performing services for the term of the agreement.
 - Describe any and all fees for services to our plan under this proposal and monthly payment terms and if payment is in advance or in arrears for that period.
 - Are you willing to guarantee your fees for a specific period of time?
Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. Fresno EOC is not obligated to select the firm with the lowest fee proposal to perform these professional services.
8. Local Firm (5 points)
 - Preference will be given to firms with a principle place of business in the Central Valley (from Kern to Stanislaus counties).

Patent Indemnity

The Bidder shall hold Fresno EOC, its officers, agents, and employees, harmless from liabilities of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article of appliance furnished or used under this RFP.

Proprietary Proposal Material

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

Equal Opportunity Compliance

Fresno EOC requires all vendors to comply with Federal, State, and Local policies and regulations concerning equal opportunity and agrees not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, physical handicap or any other trait or characteristic protected by law.

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Selection Process

All eligible proposals will be reviewed and rated for their qualifications, experience, price, and suitability to complete the Scope of Work for this RFP. Fresno EOC, at its discretion, may request presentations from a short list of firms and/or request additional clarification information from any or all Bidders. However, Fresno EOC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose. All bids are subject to approval by the Fresno EOC Board of Commissioners. Notice to selected bidder to proceed with scope of work is anticipated on or after April 22, 2019.

Proposal evaluation shall be based solely on the information provided in the proposal submittal package. Be sure to include all relevant information and evidence of your firm's record of performance and ability to perform the work.

Right to Reject

Fresno EOC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. Fresno EOC reserves the right to waive informalities or irregularities in bids. In case of deviation from enclosed specifications, the bidders shall indicate in writing the exception(s) from the specifications. If no exception(s) is noted, it is understood that the specification will be complied within detail as requested WITHOUT EXCEPTION.

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Firm Name _____

	Maximum Points	Score
Firm Structure and Experience	5	
Non-Profit Expertise / Relevant Experience / Client References	10	
Proposed Service Approach	25	
Service Team	10	
Small, Women, Disabled Veteran, and/or Minority Owned Business	20	
Proposed Fee Structure Pricing	25	
Central Valley Firm	5	
Total Score	100	

Reviewer's Signature _____

Reviewer's Name _____

Date _____

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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

Name of Principal/CEO/Owner Print Signature

Title

Phone

Address

City/State/Zip

Date

License # (if applicable)