

## **Master Services Agreement (MSA) for Leadership & Governance Training, Facilitation, and Advisory Services**

<b>RFP Release Date:</b>	Rolling (Open Until Filled)
<b>Contract Type:</b>	Multiple-award Master Services Agreement
<b>Contracting Entity:</b>	Institute for Local Government (ILG), a California 501(c)(3)
<b>Eligible Applicants:</b>	Independent Contractors Only (No Firms)
<b>Geographic Scope:</b>	Statewide – California

### **Introduction**

The Institute for Local Government (ILG) invites experienced independent consultants from across California to submit proposals to enter into a Master Services Agreement (MSA) to support ILG's Leadership & Governance pillar.

This opportunity is designed for seasoned professionals who are interested in giving back to the public service profession through a trusted, mission-driven nonprofit organization. For decades, ILG has supported local governments in strengthening governance, advancing ethical leadership, and building more effective relationships between elected officials and staff. Today, that work is more critical than ever.

Across California, many public agencies are experiencing strained relationships between governing bodies and executive staff, increased conflict in decision-making environments, and a broader erosion of public trust in institutions. At the same time, ILG is seeing growing demand from local governments seeking support to navigate these challenges in thoughtful, constructive ways.

ILG is committed to helping rebuild these foundations; supporting stronger governance practices, fostering mutual respect and clarity of roles, and facilitating productive, forward-looking conversations that ultimately improve how communities are served.

We are seeking to expand our network of practitioners who bring both real-world experience and a commitment to strengthening public service, and who can serve as credible, neutral partners to local leaders working to improve governance, rebuild relationships, and restore trust.

### **Purpose of the RFP**

ILG seeks to identify highly experienced practitioners and facilitators who bring both credibility and a commitment to public service.

Selected consultants will support local governments through:

- Executive-level trainings and workshops

- Governance and leadership advisory support
- Facilitation of complex and often sensitive discussions

This work builds on ILG’s long-standing leadership in governance training and reflects an expanded statewide need for support in rebuilding effective working relationships, improving communication, and strengthening public trust.

Consultants will be selected through a competitive process that considers both qualifications and cost, with an emphasis on delivering high value to public agencies.

### **Background on ILG’s Leadership & Governance Work**

ILG provides practical, nonpartisan resources and training to local governments statewide to promote:

- Good governance and ethical leadership
- Clear roles and responsibilities between elected officials and staff
- Effective and high-functioning councils and boards
- Transparent, lawful, and community-centered decision-making

For many years, ILG has served as a trusted partner to local governments in this space. As governance challenges have become more complex -- and more visible -- ILG has seen a notable increase in requests for support related to conflict navigation, leadership alignment, rebuilding relationships, and restoring trust within governing bodies and between staff and elected officials.

ILG’s approach emphasizes real-world experience, peer credibility, and trusted facilitation, particularly in environments that require discretion, neutrality, and the ability to navigate sensitive dynamics.

### **Scope of Work**

Consultants may be assigned to support engagements across California. Many of these engagements are designed to help rebuild alignment, strengthen working relationships, and support effective governance in high-pressure or high-visibility environments.

#### **Training & Workshops**

- Roles and responsibilities of elected officials and executive staff
- Good governance and ethical leadership
- Effective councils/boards and team dynamics
- Civility in public leadership
- Communication strategies for elected officials and staff
- Policy development and decision-making frameworks
- Open meeting laws (e.g., Brown Act compliance)

#### **Facilitation & Advisory**

- Facilitation of council retreats and executive workshops
- Conflict resolution and mediation among leadership teams

- Executive advisory support, as appropriate
- Support for high-conflict or high-visibility governance situations

### **Curriculum & Content Development**

- Development and customization of training materials
- Adaptation of ILG resources for agency-specific needs

### **Delivery Formats**

- In-person engagements (travel required throughout California, though most engagement will focus on areas within a reasonable distance from your home base)
- Virtual trainings and facilitated sessions

Note: All engagements may involve confidential or sensitive topics. Consultants must demonstrate discretion, neutrality, non-partisanship, and professionalism at all times.

### **Minimum Qualifications**

Applicants must demonstrate one of the following:

- Significant, recent experience in local government leadership, either as:
  - An elected official, or
  - A senior executive or department leader

#### **OR**

- Demonstrated expertise in:
  - Leadership development
  - Conflict resolution and mediation
  - Facilitation of executive-level groups

Additionally, applicants must demonstrate:

- Strong understanding of California local government systems
- Experience working directly with elected officials and executive teams
- Excellent facilitation and communication skills
- Ability to manage complex and sensitive group dynamics
- Willingness and ability to travel statewide

Applicants should also demonstrate a commitment to strengthening public service and supporting healthy, effective governance practices within local agencies.

### **Desired Qualifications (Preferred)**

- Experience delivering governance and/or ethics training
- Familiarity with open meeting laws (e.g., Brown Act)
- Experience in high-conflict or politically sensitive environments
- Academic or applied expertise in leadership, governance, or facilitation
- Legal background or experience working with public law, municipal law, or advising public agencies (e.g., city attorneys, county counsel, or similar roles)

## **Required Proposal Materials**

Applicants must submit:

- Resume or CV
- Statement of Qualifications & Interest (1–2 pages)
- One relevant work sample
- Two professional references
- Rate sheet and clearly defined hourly rate(s)
- Availability and geographic flexibility (regions willing to serve within California)
- Participation in a verbal interview (if selected)

## **Budget & Compensation**

There is no defined hourly rate for this MSA.

However:

- Rates will be a key factor in the competitive selection process
- Applicants must clearly specify their hourly rates and any related costs
- All work will be authorized through ILG-issued task orders
- Travel may be required and reimbursed in accordance with ILG policy

ILG seeks to balance expertise, lived experience, and cost-effectiveness to ensure high-quality support for public agencies working to strengthen governance, rebuild relationships, and restore trust.

## **Contract Term & MSA Framework**

Selected consultants will enter into a Master Services Agreement with ILG.

- MSAs do not guarantee work
- Assignments will be made based on project needs, geographic fit, expertise, and cost
- Engagements may vary in scope, duration, and funding source

## **Compliance Requirements**

Consultants may be required to comply with applicable state and federal requirements depending on funding source, including:

- 2 CFR Part 200 (Uniform Guidance), when applicable
- Conflict of interest requirements
- Nondiscrimination and related laws

## **Evaluation Criteria**

Proposals will be evaluated based on:

- Relevant experience and qualifications (25%)
- Demonstrated experience working with local government leadership (20%)
- Facilitation and training approach (15%)
- Work sample quality (10%)
- Cost competitiveness and clarity of rate structure (20%)

- Interview performance (10%)

### **Submission Instructions**

Submit proposals electronically to:

Erica L. Manuel, CEO & Executive Director, Institute for Local Government, [emanuel@ca-ilg.org](mailto:emanuel@ca-ilg.org)

**Subject Line:** RFP Submission – Leadership & Governance MSA

**Deadline:** Rolling; open until filled

Through this work, ILG and its consultant partners play a critical role in strengthening local leadership and helping communities across California function more effectively and collaboratively.

### **Questions**

Direct questions to: Erica Manuel, [emanuel@ca-ilg.org](mailto:emanuel@ca-ilg.org)

### **Master Services Agreement Summary**

Selected consultants will execute ILG’s Professional Services Agreement, which includes:

- Scope defined through task orders
- Independent contractor status
- Invoicing and payment terms
- Strict confidentiality requirements
- Ownership of materials
- Compliance with laws
- Termination provisions
- California governing law