

## REQUEST FOR QUALIFICATIONS

### *Leadership Training, Governance and Facilitation Consultant*

The **Institute for Local Government (ILG)** is seeking proposals from qualified independent consultants to help with leadership training, governance expertise and facilitated workshops for local government leaders.

The successful respondent(s) will currently operate in a statewide capacity and will be able to work closely with ILG's Leadership and Governance Pillar to develop and implement training and facilitated discussions focused on leadership, governance, ethics, the basics of local government operations, team building/how to operate as an effective team and/or strategic goal setting.

**SUBMISSION DEADLINE: *Wednesday, June 30, 2021 at 5:00 PM PDT***

#### **Background**

Local government plays an integral role in shaping a thriving community. That's why ensuring that local government leaders have the best resources, connections, and knowledge available is essential for their success. With a long history of serving the needs of local governments in California, ILG supports city, county, and special district officials in tackling the state's most pressing and evolving issues.

We're closely aligned with three well-respected affiliate organizations: the League of California Cities (Cal Cities), the California State Association of Counties (CSAC), and the California Special Districts Association (CSDA). Together with these local government partners, ILG maintains regular engagement with local leaders and is uniquely positioned to empower and educate them with real-world expertise.

ILG has a big mission, but we're a small nonprofit with just nine (9) professionals focused on our four (4) key program areas:

- Leadership & Governance
- Public Engagement
- Sustainability & Environment
- Civics Education & Workforce

In the wake of the COVID pandemic, contentious elections and many other challenges facing California local government leaders, the need for strong training in leadership skills and governance practices is more essential than ever. This reaffirms ILG's commitment to our Leadership and Governance pillar, which helps local government leaders build a foundation of accountability, responsiveness and transparency, develop leadership skills and increase public trust.

#### **Scope of Services**

The primary objective is to effectively partner with an outside consultant(s) to help support ILG's growing client base for professional facilitation and training services. The selected consultant(s) will work closely with ILG staff to develop and deliver customized training and workshops for local leaders and elected officials in California. The consultant(s) may also provide project-based assistance to ILG, as needed, and as resources allow.

The Bidder should be prepared to provide the following services and skillsets:

- Ability to develop, prepare for and lead workshops or trainings for individual jurisdictions, including conducting pre-assessment interviews, refining agendas and facilitation plans, delivering curriculum, leading interactive exercises and facilitating discussions (in partnership with ILG staff);
- Inform the development of virtual or in-person leadership and governance training for local elected officials;
- Provide strategic counsel for the development of future programmatic opportunities.

### **Qualifications**

The Bidder shall have the following qualifications:

- At least one (1) other current client;
- Demonstrated professional experience in some or all of the following areas:
  - Facilitation;
  - Training, development and delivery particularly focused on leadership, team building, ethics and/or governance;
  - Broad experience working with leaders from cities, counties and/or special districts;
  - Proficiency with design and delivery of virtual workshops & training sessions via platforms like Zoom.
- Small, minority and women-owned businesses are encouraged to apply.

### **Evaluation Criteria**

ILG will examine a number of factors and criteria, including:

- The extent to which the proposal addresses the stated objectives and clearly describes the scope of work;
- Specific plans or methodology to be used to perform the services;
- Qualifications and experience of Consultant(s);
- Total cost or hourly rate.

### **Application Process & Procedures**

Interested applicants should submit an electronic copy of a proposal **in PDF format**. The proposal should include the following information:

1. Cover letter;
2. Name and contact information for the Bidder with accompanying Consultant resume(s);
3. Statement of qualifications to undertake this project;
4. A short summary of similar work conducted, highlighting specific accomplishments and including relevant samples of work;
5. Sample timeline, including minimum and maximum number of hours per month that are required or preferred for a standard training session;
6. Fee and budget, including:

- a. A per training fee that is required or preferred for the consulting arrangement to be feasible and/or desirable (minimum and maximum ranges welcomed);
  - b. The hourly rate that is preferred by the Proposer for any additional activities above and beyond the scope of what is outlined in a packaged training session fee;
  - c. Any administrative expenses that the Bidder anticipates billing to ILG (e.g. telephone, mileage, etc.). Note that out-of-pocket expenses shall require pre-approval to be reimbursed;
7. Description of the consultants's current legal and financial situation, including: any bankruptcies filed; and, any material (in excess of \$50,000) claims, judgments, arbitrations investigations or lawsuits pending;
  8. One (1) example of training materials or a facilitation agenda for a previous session or workshop (client names may be redacted).

### **Submission Process**

Submit completed proposals in **PDF format** to:

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

**Subject: "Leadership Training and Facilitation Consultant – RFQ Response"**

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**Note: File size should not exceed 7MB**