



## REQUEST FOR PROPOSAL FOR PERSONAL DEVELOPMENT PLAN (PDP) FACILITATOR

RFP Issued: January 31 , 2019

Statement of interest or queries due by 12:00 p.m. on February 11, 2019  
Email queries and application to Sam Gill at ([sgill@rochestermnchamber.com](mailto:sgill@rochestermnchamber.com))

RFP Due: **Noon on February 22 , 2019**

Interviews: March, 2019

Notification of Contractor Selection: April, 2019

### **A. GENERAL INFORMATION**

Leadership Greater Rochester (LGR) issues this Request for Proposal (RFP) for a Personal Development Plan (PDP) Facilitator to provide professional development services to the individuals selected for the LGR Class of 2020.

LGR is a ten-month, immersive leadership development program offered by the Rochester Area Chamber of Commerce. LGR's mission is to develop and advance leaders through participation in personal, professional, and community activities designed to encourage individual responsibility for taking an active leadership role in the future vitality of the Greater Rochester area. LGR welcomes participants from various industries and organizations to take part in eleven educational sessions over the course of the program:

- LEARN - *Activating Leaders: LGR Orientation*
- ENGAGE - *Leadership Retreat*
- DISCOVER - *Exploring Our Economic Ecosystem*
- DEVELOP - *Workforce & Talent*
- CREATE - *Community Impact Proposals*
- EXPLORE - *Humanities in Our Community*
- TRANSFORM - *Building a Sustainable Community*
- ADVOCATE - *Engaging with Local Government*
- INVESTIGATE - *Experiencing Public Safety*
- ADVANCE - *Launching Leaders: LGR Graduation*

**LGR Outcomes:** By the end of the LGR program participants will be able to:

- Apply personal strengths to build leadership capabilities and capacity
- Build and leverage relationships that enhance access to professional resources
- Assess, understand, and respond effectively to a community need.

## **B. REQUEST FOR PROPOSALS**

**LGR seeks to procure the services of a Personal Development Plan (PDP) Facilitator to design and deliver curriculum aligned with the content of each (6) session topics, as well as evaluate curriculum learning and report to the LGR Steering Committee.**

The Facilitator's curriculum must align to the LGR outcomes and include:

**Development** of an engaging and relevant personal and professional growth curriculum, which includes an evaluation tool. The curriculum must build and enhance the leadership skills of members selected for the LGR Class of 2020. The Facilitator will develop the curriculum in partnership with the Chamber and LGR Steering Committee, in part, as follows:

- Through solicitation of input from the LGR Steering Committee to understand the program outcomes and history.
- Through one in-person visit (30 minutes in July) with the LGR Steering Committee to preview the overall curriculum.
- Through the monthly coordination and communication with LGR Chamber Staff and LGR Program Chair to review the curriculum and adapt based on the needs of the class.

**Delivery** of curriculum by providing in-session facilitation (45 minutes) over the course of seven days to a class of approximately 35 community leaders. Anticipated dates are as follows, but are subject to change:

- August 2019-April 2020
- No class in September 2019 or March 2020
- Specific date in each month will be determined by March 2019

**Evaluation** using the evaluation tool will occur in each session. The tool will measure the learning outcomes from each class session. Requirements related to the tool include, but are not limited to:

- Tool must be provided by the Facilitator to LGR Chamber Staff at least seven (7) days prior to each class date
- Facilitator must make two in-person visits to LGR Steering Committee (20 minutes each) in December and April to provide curriculum and evaluation updates.

**Reports** of service, which analyzes the design, delivery, and evaluation of the curriculum must be submitted to the LGR Steering Committee on a monthly basis. A final written report outlining the learning outcomes must be submitted to the LGR Steering Committee following graduation.

**C. REQUIRED INFORMATION**

1. Please submit a short (less than two pages) RFP. In the proposal, please prepare:
2. An **Executive Summary** of your organization, biographical qualifications and your proposed approach in working with LGR.
3. Tentative list of **Learning Outcomes**.
4. **Session Descriptions** should include methodology, best practices, content delivery, and the name of the facilitator of each session. Be certain to describe unique content that would provide value to meeting the outcomes of LGR.
5. **Three (3) reference letters or material** highlighting the results from your facilitation in various forums; for example, customer satisfaction data from other organizations or other types of events.
6. **Cost Proposal**.

**Optional.** Submit sample of curriculum.

**D. EVALUATIONS; ACCEPTANCE; CONTRACT**

**Evaluation of Proposals.** The PDP Facilitator award will be made in the best interest of the Chamber and LGR Program, as determined by the Rochester Area Chamber of Commerce and the LGR Steering Committee. Consideration of proposals may focus toward, but is not limited to the following criteria:

- Experience and qualifications.
- Relevant curriculum consistent with the LGR mission and program outcomes.
- Delivery of material; unique or proven format of sharing expertise and content to maximize learning and attendee experience.
- Preference given to applicants who have awareness and knowledge of the StrengthsFinder assessment tool.
- Price, which should include all travel, materials, etc.

**Acceptance or Rejection.** The Chamber and LGR Steering Committee reserve the right to (i) accept or reject any or all proposals or part of a proposal; (ii) waive any informalities or technicalities; (iii) clarify any ambiguities in proposals; (iv) modify any criteria in this RFP; and (v) unless otherwise specified, accept any item in a proposal.

**Contract.** The successful contractor will be required to enter into a written contract with the Chamber, upon such terms and conditions as are acceptable to the Chamber. No contract shall be considered to have been entered into by the Chamber until a written contract has been signed by both the Chamber and successful contractor.

**Questions regarding this RFP must be emailed to [sgill@rochestermnchamber.com](mailto:sgill@rochestermnchamber.com)**

All applications must be submitted electronically in .pdf format to **on or before Noon on Friday, February 22, 2019** to [sgill@rochestermnchamber.com](mailto:sgill@rochestermnchamber.com)