

REQUEST FOR PROPOSAL

for

PROGRAM DIRECTOR – LEADERSHIP CLASS

Leadership Fort Worth

Leadership **class**

Leadership Fort Worth
P.O. Box 11371
Fort Worth, TX 76110

ISSUE DATE: June 19, 2014

RESPONSE DEADLINE: July 16, 2014 5:00 P.M.

STATEMENT OF PURPOSE:

This RFP seeks responses to allow Leadership Fort Worth (LFW) to determine the best possible person to provide leadership to and implementation of the Leadership Class program. The **specific responsibilities** include:

- Plan the program year
- Provide leadership to Recruitment and Selection Committee
- Plan and implement curriculum
- Oversee Issues Initiatives process with managing consultant for that process
- Set and accomplish desired outcomes
- Assist with funding goals
- Manage the budget for the Leadership Class
- Support Program Policy Committee
- Represent LFW and the Leadership Class in the community (includes participating in LFW Membership events)

The successful respondent will work with LFW as a contractor closely related to other staff (all of whom are also contractors). The **primary objectives (outcomes)** are:

- Participants have enhanced knowledge of the community, the way it works, and the needs it faces
- Members collaborate with other established leaders and their networks to address community issues
- Class participants gain expertise with group process strategies to support collaboration
- Class participants integrate Community Trusteeship principles into their leadership roles

OVERVIEW OF LEADERSHIP FORT WORTH:

Founded in 1972, Leadership Fort Worth leads through example in every aspect of modern life. Its more than 2,000 members include today's top Fort Worth leaders in business and government who demonstrate commitment to community trusteeship. This concept challenges leaders to function as trustees, committing themselves to making their communities better places to live.

Providing Fort Worth with more than four decades of diverse and enlightened leaders has created an organization that is the pace setter for Leadership programs internationally. LFW's approach to leadership development encompasses four programs:

- **Leadership Class** addresses vital issues impacting Fort Worth by engaging established leaders in their mid-30s and beyond and challenging them to make an impact. Through this program, leaders connect their networks and use their resources to address identified needs.

- **Leading Edge** offers emerging leaders in the mid-20s to mid-30s an opportunity to strengthen leadership capacity, create connections with community leaders, and move beyond volunteerism to decision-making service in the community.
- **LeaderKids** focuses on fostering the early development of leadership skills in 8th grade students in the FWISD. The program goals are to communicate positive values, to introduce the personal satisfaction and community benefits of volunteerism to develop leadership potential, and to support the FWISD Stay-in-School Initiative.
- **Membership Programming** provides opportunities for adult LFW members to further expand leadership skills, become connected with community initiatives, network with other community leaders, and serve Fort Worth as community trustees.

SUBMISSION OF RESPONSE:

Issuance: This RFP is officially issued **THURSDAY, JUNE 19, 2014.**

Response Deadline: The response deadline is **5:00 P.M. WEDNESDAY, JULY 16, 2014.** Please complete the attached questionnaire, and return it along with any supporting materials.

Responses must be emailed to Harriet Harral at:
harriet.harral@leadershipfortworth.org

Assistance in Responding: Interested respondents may ask questions by emailing Harriet Harral at **harriet.harral@leadershipfortworth.org** or calling at 817-923-1120.

All responses and the accompanying attachments become the property of Leadership Fort Worth upon submission. Materials submitted will not be returned.

Respondents may be required to prepare and submit additional information prior to final execution of a contract.

EVALUATION CRITERIA/PROCEDURES:

All proposals will be evaluated by a Leadership Fort Worth Review Committee in accordance with the criteria listed below.

CRITERIA	POSSIBLE POINTS
Qualifications	20
Demonstrated Performance/Past Experience/Results	40
Comprehensiveness/Logistics of Proposal	20
Price Reasonableness	20
Grand Total	100

- 1. Qualifications:** Refers to knowledge of Fort Worth and its leaders; experience with adult education; skill in presentations; organizational ability; leadership program experience; and relationship building.
- 2. Demonstrated Performance/Past Experience/Results:** Refers to the provider’s prior experience in related projects and in providing services similar to specific responsibilities listed in this RFP. Respondents should describe similar past projects, and the results/outcomes of the projects. Include such information as organizations worked with in the past.
- 3. Comprehensiveness/Logistics:** Considers availability and accessibility of provider, and the work processes and approaches the provider offers in support of the goals and objectives listed in the RFP.
- 4. Price Reasonableness:** Determined by relating the price of services proposed to the market rate of such services being proposed.

Leadershipclass

PROPOSAL COVER SHEET Leadership Fort Worth Program Director – Leadership Class

Name of Proposer	
Proposer's Mailing Address	
Email Address	
Telephone Number	
List three references with contact information:	
1.	
2.	
3.	

For LFW Use Only					
Received by:			Date:		Time:

Proposal Format
Leadership Fort Worth
Program Director – Leadership Class
(Limit to 10 pages, not including attachments)

Program Design:

1. Describe your qualifications for the role of Program Director, Leadership Class.
2. What is your experience with Leadership Fort Worth and/or similar community leadership programs?
3. What is your approach to and experience with adult education? Give an example of how you have created motivation, inspiration and/or commitment among adult learners.
4. Describe how you propose to interact with and keep Leadership Fort Worth staff informed as you develop and implement the Leadership Class program. (Consider logistics, timing, planning, collaboration, etc.)
5. Describe strategies you use to manage projects to insure that they are on time and accomplish desired outcomes. Give examples.
6. Describe how you propose to accomplish the specific responsibilities of this position as listed in the Statement of Purpose.
7. Describe a time when you:
 - Enhanced others' knowledge about the community
 - Created opportunities for people to collaborate with established leaders
 - Provided training and/or experience in group process strategies
 - Integrated Community Trusteeship principles in your leadership roles
8. Describe your involvement and connections in Fort Worth. Include volunteer experience.
9. What special strengths does your proposal have? In what ways are you uniquely qualified for this position?

Proposed Fee:

(Please provide a brief explanation justifying the fee.)