

PORTER COUNTY PARKS AND RECREATION FOUNDATION

(PCPF)

POB 428

Valparaiso, IN 46384-0428

Request for Proposals for
Consultant: Phase I: Board Development and Organizational
Sustainability Strategy

Electronic Submissions Only (PDF format; no fax or
mail submissions will be accepted) to be submitted
to: David Nevill, Board President
dnevill@beulahinc.com

Proposals Due by No Later Than
11:59PM, Central Time
Tuesday, March 15, 2016

This RFP is also available at our website: **www.pcpf-inc.com**

I. Summary: The Porter County Parks Foundation (PCPF) is seeking proposals for the selection of an organization to provide board development and strategic planning services for its board of directors. PCPF is seeking an experienced consultant to plan and facilitate: 1) Phase One: Board Development; 2) Phase Two: Strategic Planning Services, as well as provide follow-up guidance to implement organizational, funding and sustainability recommendations that come out of the Board training. The first phase of this project has been budgeted at \$3,0000. Budget for Phase II is yet to be determined. Acceptance of the Phase I RFP does not guarantee future engagement. The expected timeline is 10-12 months, with an anticipated start date of no later than May 2016. The intent is to engage the board through board development and implement a strategic plan that has the consensus of the board of directors, with goals, objectives, activities and metrics for successful implementation over the next 10-12 months.

II. Background: The mission of the Porter County Parks Foundation is to support the programs and operations of the Porter County Parks and Recreation Department in addition to various projects, including the acquisition of protected lands. The purpose of the foundation is to render assistance and council to the Porter County Board of Parks and Recreation, to assist the Board in promoting and developing sound principles and policies for park and recreation facilities and activities. The Foundation will also assist in collecting funds or property to maintain facilities and programs and educate citizens of Porter County and surrounding areas to the needs, programs and activities conducted by the Porter County Board of Parks and Recreation.

III. Statement of Work Requested

Consulting services would include the following, which would include facilitation of several board development sessions with the board of directors over a series of months to address the following:

We envision that doing a targeted Board Development with the PCPF Board of Directors will:

- allow the Board to thoroughly examine the current organizational structure, programs and funding, and long-term sustainability of the PCPF and explore potential improvements to these elements of the PCPF collaboration,
- clarify Board member roles and responsibilities and strengthen commitment to the collaborative nature of the PCPF, more deeply engage Board members in the collaborative work of the PCPF, and
- lead to clear, implementable decisions on PCPF organizational structure, programs and funding models, and overall sustainability.

IV. Consultant Qualifications:

The consultant should have the following qualifications:

- experience in conducting board development work with nonprofit/Community Benefit Organization boards;
- experience in coalition development work involving government, non-profit sector

- and private sector entities;
- understanding of various organizational structures for a Community Benefit Organization (501c3, 501c6, etc) and the benefits/drawbacks of each;
- experience in assisting non-profit organizations to develop strategies for organizational and programmatic sustainability

V. Process and Timetable:

- February 22, 2016: Publish RFP
- March 15, 2016, 11:59PM Central Time: Deadline for written questions from Consultants
- March 22, 2016: Consultant questions with PCPF responses posted on PCPF’s Website
- April 5, 2016, 11:59PM Central Time: Consultant proposals due
- April 11-15th, 2016: PCPF Exec Committee will review submitted consultant proposals
- April 20, 2016: PCPF Board meeting – discussion/vote on consultant selection.
- April 22, 2016: Consultant notification
- May, 2016: Subcommittee of PCPF Board members will assemble background documents and do initial planning work with consultant

Please note: The PCPF reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, and to accept or negotiate any modifications to any proposal, following the deadline for receipt of all proposals.

VI. Deliverables:

By the completion of the consultant’s work with the PCPF,

- the PCPF will have a clearly defined organizational structure;
- the PCPF will have a written annual organizational and program budget and clear plans for securing ample funding to sustain that budget;
- PCPF Board members will have clearly defined roles and responsibilities;
- PCPF Board members will demonstrate commitment to the PCPF collaborative through consistent attendance at PCPF Board meetings, active participation in PCPF initiatives and events, and willingness to serve in various capacities including subcommittees, task forces and other roles as needed.

VII. RFP Evaluation:

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the PCPF with price and other factors considered. These include: responses to the RFP questions; demonstrated technical ability and expertise; financial stability; information gathered from references; prior experience providing similar services to broad-based collaboratives or coalitions; adherence to RFP requirements; product samples which the PCPF may, at its discretion, request as part of the RFP process; any additional criteria deemed appropriate by the PCPF which would lend itself to establishing the Consultant’s viability to perform the work as outlined in this RFP.

VIII. Questions:

Any questions regarding this RFP should be submitted via email to David Neville, dneville@beulahinc.com, by the deadline specified in the timetable above. Questions and responses to these questions will be posted on PCPF's website, www.pcpf-inc.com, according to the timetable specified above, for the benefit of all potential applicants.

IX. False or Misleading Statements:

Consultants must take great care to ensure that sufficient information has been provided to allow the PCPF to evaluate the solution being offered, any options proposed, pricing of all offerings, and all supporting information, technical documentation, references and points of contact, etc. The Consultants understand that if, in the opinion of the PCPF, a proposal contains false or misleading information of any kind, or does not contain sufficient detail to fully evaluate the proposed plan or proposed price, the PCPF reserves the right, in its sole discretion, to reject the proposal. Agencies/Individuals also understand that if the information provided does not support a function, attribute, capability or condition as proposed by the Consultant, the PCPF may reject the proposal. The Consultant further understands that any modifications to the questions in this RFP by the responder may result in immediate rejection of that proposal.

X. Acceptance of Proposal Content:

The Consultant understands that the PCPF reserves the right to award a contract without further discussions or clarifications with Consultants. Thus, the contents of the RFP response and all pricing, terms and statements contained therein will be binding upon the Individual/agency submitting them. Upon acceptance of the Proposal by the PCPF, the successful Proposal, including all terms, conditions and pricing contained therein, will be incorporated into the awarded contract. The Consultant understands that failure of the potentially successful offer to accept this obligation may result in the selection of another offer or rejection of the submitted Proposal.

The Consultant must take great care to respond to all requirements of this RFP to the maximum extent possible. Consultant must clearly identify any limitations and/or exceptions to the requirements inherent in the proposed system. Consultant further understands that alternative approaches will be given consideration if the proposed approach clearly offers increased benefits to the PCPF.

XI. Terms and Conditions:

- a. The Porter County Parks Foundation reserves the right to accept or reject any and all bids/proposals submitted, to negotiate with all qualified service providers/bidders, or to cancel in whole or part of this RFP;
- b. Issuance of the RFP does not commit an award for contract or to contract for goods and/or services. Payment for services will be on a cost reimbursement basis;
- c. The Porter County Parks Foundation is an equal opportunity employer. Any recipient of funds shall not discriminate on the following basis: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief.

XII. Review Criteria:

All proposals will be reviewed for completeness and adherence to the stated work requested.

- Background and relevant experience of the organization 40%
- Completeness and demonstrated adherence to the request 30%
- Budget 20%
- References 10%

XIII. Cost of Preparing Proposals: PCPF is not liable for any costs incurred by Consultants in the preparation and presentation of proposals and demonstrations submitted in response to this RFP.

XIV. Proposal Formatting and Submission Requirements

1. **Cover Sheet:** Please complete and submit the cover sheet below, by scanning it as a PDF and attaching it to an email David Nevill, dnevill@beulahinc.com, along with the proposal narrative described in item 2 below;
2. **Proposal Narrative:** Please submit a proposal of no more than five (5) pages in length that describes:
 - a. Qualifications of the Consultant to be assigned to this project,
 - b. Consultant’s experience providing board development and organizational sustainability planning services to similar organizations (preferably other broad-based, multi-agency collaboratives or coalitions),
 - c. Proposed approach and process for planning and conducting board development activities, including methods, procedures and number of meetings,
 - d. A proposed work schedule that identifies meeting dates, time frames for major work elements, target dates, and estimated consultant hours to carry out the work.
3. **Budget:** Please submit a proposed detailed budget for these services. The Budget is not included in the page count.
4. **References:** On a separate sheet, which will not count toward the five page limit for the Proposal Narrative, please provide the names and contact information for up to four (4) references, preferably organizations for which you have recently provided similar services.
5. **Proposal Formatting:** 12 point Times New Roman font, double-spaced, one-inch margins on all sides.
6. **Proposal Submission:** Electronic submissions ONLY (no faxed or mailed submissions will be accepted)
 - a. Send a single email to: dnevill@beulahinc.com
 - b. Subject Line: Proposal- The Porter County Parks Foundation Board Development
 - c. Attachments to the email must include the following, with documents named according to the naming conventions specified below:
 - i. PDF format scan of the completed, signed, dated Cover Sheet
 - ii. PDF format document containing Proposal Narrative
 - iii. PDF format document containing Budget
 - iv. PDF format document containing References
 - v. NAMING CONVENTIONS FOR YOUR PDF documents:
 1. PCPF_Board_RFP_LastName_FirstName_Cover.pdf

2. PCPF_Board_RFP_LastName_FirstName_Narrative.pdf
3. PCPF_Board_RFP_LastName_FirstName_Budget.pdf
4. PCPF_Board_RFP_LastName_FirstName_References.pdf

COVER SHEET
Porter County Parks Foundation
Request for Proposals for
Consultant: Board Development and Organizational Sustainability Strategy

Applicant Organization:

Contact Person & Title:

Primary Contact Phone:

Primary Contact Email:

Business Address:

Year Founded:

Federal Employer Number:

We submit the attached proposal and related documents in response to The PCPF's Request for Proposals, dated March 15, 2016, and declare that: If the PCPF accepts this proposal, we will enter into a contract with the PCPF to provide all work specified herein as proposed or in accordance with modifications required by the PCPF.

Authorized representative

Name:

Signature:

Date:

This form, with original signature in blue ink, must serve as the first page for the proposal package.