



Northeast Michigan Community Service Agency, Inc.

Request for Proposal (RFP)
Executive Director Performance Evaluation Project
October 2019

REQUEST FOR PROPOSAL

to establish guidelines and conduct
Executive Director Performance Evaluation

Northeast Michigan Community Service Agency, Inc.
Board of Directors
2375 Gordon Road
Alpena, MI 49707

Submission Deadline: October 28, 2019

Summary and Background

Northeast Michigan Community Service Agency, Inc. (NEMCSA) Board of Directors is currently accepting proposals to work with the Personnel Committee of the Board to establish a policy, procedure and format for evaluating the position of NEMCSA Executive Director including review and revision of current position description. Proposals should include the implementation of proposed procedure to perform the current year evaluation and review and report results.

The purpose of this Request for Proposal (RFP) is to solicit Proposals from various consultants to establish a fair and consistent method for evaluating NEMCSA's Executive Director.

About NEMCSA

Northeast Michigan Community Service Agency, Inc. (NEMCSA) is a private, nonprofit Community Action Agency, part of a state and national network of Community Action Agencies. The basic service area of the agency is eleven northeast Michigan counties covering 6,300 square miles. The counties are

- Alpena
- Alcona
- Arenac
- Cheboygan
- Crawford
- Iosco
- Montmorency
- Ogemaw
- Oscoda
- Otsego
- Presque Isle

Other counties are included in several program areas. The agency is governed by a 30 member tripartite Board of Directors as required by the Economic Opportunity Act of 1964. This Board brings together equal representation of the public and private sectors and the clients who receive services. In this manner, policy and fiscal matters as well as program and service issues are reviewed by those who have the insights to provide meaningful guidance to NEMCSA.

NEMCSA brings together federal and state grant funds as well as dollars from local private and public sources. These resources are then directed into programs which aid the poor and otherwise disadvantaged throughout the age spectrum, from pre-schoolers to the elderly of northeast Michigan. The funds include targeted dollars aimed at very specific problems as well as dollars which are more flexible in nature.

NEMCSA employs over 700 full and part-time staff members and operates with an annual budget in excess of \$50 million mostly garnered from grants and contracts.

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5:00 p.m. on October 28, 2019. Proposals received after this date and time will be ineligible for review. An official agent or representative of the company submitting the Proposal must sign all Proposals.

All proposals must contain a "Scope of Work" that describes how the consultant will perform all of the activities required to complete the work to be performed and the outcomes to be achieved. The cost of all activities should be depicted in the budget section of the Proposal.

If any work contained in the "Scope of Work" must be outsourced in order to meet the requirements contained herein, the Proposal must clearly state the work being outsourced and include the name and description of any entity contracted with in relation to this Proposal.

All costs must be itemized to include an explanation of all fees and costs for services and resources provided by contractor.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions may be subject to review by NEMCSA legal and will include scope, budget, schedule and other necessary items pertaining to the project.

Project Purpose and Description

Project purpose: The purpose of this project is to conduct the year ending FY 2019 annual evaluation of the NEMCSA Executive Director for the Board of Directors and in doing so, work with the Personnel Committee to put in place a policy and procedure for ongoing annual evaluations, develop an evaluation template and update the current Executive Director Position description.

Project Description: The NEMCSA Board of Directors is responsible for the oversight of one employee, the Executive Director. Community Action Organizational Standards require the Board to evaluate the Executive Director annually and perform a review of the position job description at least every five years. The rural nature of the service area and makeup of the Board creates regular shifting of Committee membership therefore causing inconsistencies in the evaluation process from year to year.

Scope of Work

The finished product must provide NEMCSA's Board of Director Personnel Committee with coherent, accurate, well-articulated information, which will include the following:

Conducting of the current year Executive Director evaluation;

An evaluation tool for Board use when conducting future annual evaluations of the Executive Director;

A process for establishing and tracking position goals;

A Board policy and guidelines including timeline and responsibilities for conducting the Executive Director annual evaluation;

A guideline for review and updating the Executive Director Position description;

Deliverables

Results from the completed current year Executive Director evaluation

Evaluation tool to use for on-going annual evaluations of Executive Director Position including process for establishing and tracking goals

Policy and guidelines including timeline and responsibilities for conducting future Executive Director position annual evaluations

Guideline for regular review of Executive Director Position description

Timeline

| | |
|------------------|---|
| October 7, 2019 | RFP released |
| October 11, 2019 | Q & A deadline |
| October 28, 2019 | Proposals Due |
| October 30, 2019 | Proposal Review |
| November 1, 2019 | Personnel Committee Recommendation |
| November 1, 2019 | Board Approval & Acceptance |
| November 4, 2019 | Notify Bidder |
| December 6, 2019 | Present final documents for Board approval |
| January 2019 | Conduct evaluation |
| February 7, 2019 | Review evaluation results with Board and ED |

Budget

All proposals must include proposed costs to complete the tasks described in the project scope.

Consultant Qualifications

Consultants should provide the following items as part of their Proposal for consideration:

- Description of experience working with non-profits
- Description of experience in Human Resource Consulting
- Description of experience preparing or implementing executive evaluations
- Examples of past work that you have done in this area
- Testimonials from past clients
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Project management methodology

Evaluation

The NEMCSA Board Personnel Committee will review, evaluate and score each proposal. Consultants who offer the best proposal that meets NEMCSA's interest will receive an invitation for an interview with the committee.

Proposal Evaluation Criteria

The NEMCSA Board Personnel Committee will evaluate all proposals based on the following criteria. To ensure consideration for the RFP, your Proposal should be complete and include all of the following criteria:

Overall Proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner

Organizational experience: consultants will be evaluated on their experience as it pertains to the scope of this project;

Previous work: consultants will be evaluated on examples of their work pertaining to non-profit corporations and/or Community Action Agencies

Value and cost: consultants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

Technical expertise and experience: consultants must provide descriptions and documentation of staff expertise and experience

Proprietary Proposal Material

NEMCSA respects your professional privacy, any proprietary information revealed in the Proposal should, therefore, be clearly identified as such.

Conflict of Interest

Please include any actual or perceived working relationship conflicts your firm, sub-consulting firms and/or key employees may have regarding these services. If there are no potential conflicts of interest, please state so.

Women/Disabled Veteran, Minority-owned, and Small Business

Does your firm qualify as a woman/disabled veteran/minority owned, and Small Business? If yes, provide publically certified documentation or a self-certification statement that is subject to examination.

Rejection of Consultant's Proposal

The consultant acknowledges the right of NEMCSA to reject any or all Proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the consultant's proposal deemed most favorable to NEMCSA after all have been examined and evaluated. In addition, the consultant recognizes the right of NEMCSA to reject a proposal if the consultant's proposal is in any way incomplete or irregular.

Questions

All questions regarding this RFP can be directed to

BOD-Personnel@nemcsa.org

All questions and responses are public and will be posted in a timely manner on the NEMCSA website homepage www.nemcsa.org under the News and Events Tab. NEMCSA will not accept questions after 5:00 p.m. on October 11, 2019. Unauthorized contact regarding this RFP with other NEMCSA employees or Board members may result in disqualification. Oral communications are unofficial and non-binding. It is the responsibility of the consultants to check the NEMCSA website for any amendments or Q & A's to the RFP.

Submittal of Proposals

NEMCSA requires digital file submissions.

Please submit your completed RFP package to: BOD-Personnel@nemcsa.org

Please sign and return the authorization statement on the following page with your proposal.

Thank you for your consideration and interest in NEMCSA.



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Authorization:

The undersigned hereby asserts that he/she is duly authorized to submit this Proposal, that all information contained in it is true, correct and complete, and that the undersigned is authorized to enter into a contract with NEMCSA should he/she be selected and approved for services, as negotiated.

Name of Firm/Consultant: _____

Name of Principal/CEO/Owner: _____

Title: _____ Phone: _____

Address: _____ City/State/Zip: _____

Date: _____

E-mail: _____