



## REQUEST FOR PROPOSALS

### Leadership Development Program for Springville City

Springville City (“City”) seeks Proposals to provide a comprehensive leadership development program for City management.

Name: Springville City  
Address: 110 South Main, Springville, UT 84663  
Contact: Troy Fitzgerald, City Administrator  
[tfitzgerald@springville.org](mailto:tfitzgerald@springville.org)  
801.491.7850

**Background:** Springville City is a rapidly growing, full-service city providing a wide range of services to a population in excess of 36,000. The City is in the midst of changing its leadership model and method of operations to empower leaders to make their own strategic decisions while using data and analytics to frame their approach. This initiative has caused mid-level managers to develop skill sets that have not been traditionally required to be successful in their roles. Most of the City’s mid-level management has been promoted internally without significant education or training in leadership and supervision skills.

**Goals and Scope of Services:** City is seeking proposals from qualified training providers who have the capacity to develop, grow and enhance the City’s management team. Current supervisors and superintendents are conversant in leadership skill topics, but the City is interested in a functioning model or plan to implement in conjunction with the training program. Thus, the scope should provide both a method of initial training and ongoing support to ensure that the program is properly imbedded within the City. A primary purpose of the training will be to have each level of supervision better understand their role and have an understandable process to accomplish their responsibilities. The program is intended to have multiple interactions with trainers with opportunities to learn in smaller teams in an hands-on approach.

The City routinely has more than 600 employees of which 62 are supervisors or higher. The City has an executive leadership team of a City Administrator, two Assistant City Administrators and nine Directors.

## PROPOSAL REQUIREMENTS

1. Cover Letter - A signature by a principal or officer having the authority to negotiate and contractually bind the organization to the terms of the written proposal. The letter should contain the name of the organization and pertinent contact information along with the names, email address and other relevant contact information of the person(s) assigned to work on the project.
2. Executive Summary - A brief description of the training to be provided.
3. Experience - Provide a brief description of similar experience
4. Qualifications - Provide a brief summary of the firm, company or individual's experience.
5. Project Organization, Approach and Timeline
  - a) Provide a work plan, including major activities and schedule for the training program.
  - b) Describe the responsibilities of the individuals who will be working on the project and extent of involvement with the project.
6. Cost Proposal - Provide fee proposal for performing the work described in the RFP. The fee shall be inclusive of all costs, including meals, travel, and lodging. Include a schedule outlining the hourly rates and anticipated hours and fees and expenses to support the fee proposed. The City has significant budget assigned to this program, but the RFP method selected limits the contract amount for the initial year to a maximum of \$50,000.

## PROPOSAL EVALUATION

City will evaluate all proposal submittals. Such evaluation will include, but not be limited to, experience (10%,) overall qualifications (10%,) project approach (50%,) and cost (30%,) This RFP does not commit City to award a contract, to pay any costs incurred in the preparation of the submittal, or to procure or contract for services or supplies. City reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirely this RFP, if it is in the best interest of the City to do so.

**CONTRACT AND INSURANCE REQUIREMENTS** The selected Contractor will be required to enter into an Agreement for Services with the City and provide proof of insurance.

**TIME AND PLACE OF SUBMISSION OF PROPOSALS:** Submissions should be submitted to Springville City, attn. Troy Fitzgerald no later than 5:00 pm on May 30, 2024. Address and/or email is set forth above.

QUESTIONS: City will accept questions on this RFP through noon on May 23, 2024 at [fitzgerald@springville.org](mailto:fitzgerald@springville.org). Due to availability of the City Administrator, no questions will be responded to after this date and time.

The RFP will be posted on our website, [www.springville.org](http://www.springville.org).