



## **REQUEST FOR PROPOSALS**

### ***COORDINATION AND ADMINISTRATION OF LEADERSHIP DEVELOPMENT PROGRAM***

Leadership Loudoun (the “Organization”) is a 501(c)(3) organization whose mission is to Advance Leadership, Build Connections, and Serve Community. The Organization is led by a nine (9) member Board of Directors (the “Board”), which sets policy and direction for the Organization. A key activity of the Organization is the 9-month leadership development program (the "Program") in which participants learn leadership and organizational development skills; discover and explore the history and progress of Loudoun County, Virginia; create lasting professional and personal friendships; and create awareness and potential solutions for some of the most pressing issues facing our community.

#### **REQUIREMENTS**

The Organization is seeking an individual or firm (the “Contractor”) to coordinate and administer the leadership development program. Key responsibilities include:

- **Refine and Implement the Program:** The current Program is well-established with a history of positive evaluations and praise for the experience. The Contractor will be asked to refine the Program, as appropriate, and implement the core aspects of the program as directed by the Board. Over 10+ meeting dates this includes the coordination of outside speakers, meeting venues, travel and food arrangements, attendance by participants, and other logistics, as needed. A constant theme of leadership and service is crucial throughout the entire program year.
- **Class Administration:** The Contractor will be asked to coordinate participant recruitment and selection, collect and organize applications, accept payments on behalf of the Organization, maintain class records, and serve as the primary point of contact for class participants. The Contractor is expected to attend each class day on behalf of the Organization.
- **Provide Regular Updates to the Board:** The Contractor is expected to attend each Board Meeting (currently held about 10 days prior to each program/class day), provide regular updates to the Board on the Program and class, and provide guidance for potential growth and improvements to the Program. The Contractor is expected to be available via phone or email throughout the year for access by Board members, class participants, and other affiliated parties.
- **Recruitment and Partnerships:** The Contractor will be expected to promote the Program and seek to recruit future Program participants. The Contractor will be asked to represent the Organization, at the Board’s request, at various events and activities in order to recruit future participants and partners. Existing partnerships include the Loudoun County Chamber of Commerce, Loudoun County Government, and other not-for-profit entities.

- Communications and Outreach: The Contractor will be expected to provide clear, concise, and strategic communications on behalf of the Organization. Examples include: drafting articles for the monthly/bi-monthly newsletter; social media posts; News Releases; in-depth profiles of program alumni; annual report; and other such publications as appropriate. *Communications is key to this contract but the Board recognizes the most crucial aspect of this contract is the Program. Although not all of the communications activities as stated are required, the ability of a contractor to provide the communications activities as stated is preferred and will be considered as an additional quality when reviewing proposals.*
- The Contractor MUST be a graduate of the Leadership Loudoun Program or similar program (subject to review by the Board).

### **EXPECTATIONS**

The Contractor is expected to demonstrate professionalism in all activities and have effective communication skills. The Contractor is expected to meet all established deadlines and be responsive to requests from the Board. It is expected that if a firm is awarded the contract, there will be one primary point of contact for the Program participants.

There is no set number of hours or activity required for this contract. However, it is estimated that between 10-25 hours per week may be necessary for the requirements as stated in this RFP.

### **PAYMENT**

Proposers are encouraged to submit a competitive and reasonable bid.

### **PROCESS**

The Organization will receive bids from proposers through 5:00PM (EDT), Thursday, August 3, 2017. Proposals must be submitted to [board@leadershiploudoun.org](mailto:board@leadershiploudoun.org). A reply email will be sent, confirming receipt. You may also contact the Board President, Danny Davis, at 703-727-2684 or Vice-President, Scott German, at 571-480-3878, to confirm receipt of proposal.

The Organization reserves the right to negotiate with more than one proposer prior to award of a contract.

The Board intends to approve a contract at the August 7, 2017 Board Meeting.

### **MISCELLANEOUS**

Nothing herein is a guaranteed contract or agreement. The Board reserves the right to reject all proposals.

Leadership Loudoun is governed by By-Laws which can be found at [www.leadershiploudoun.org](http://www.leadershiploudoun.org)

### **CONTACT**

All inquiries should be made to [board@leadershiploudoun.org](mailto:board@leadershiploudoun.org) or to the President of the Board - [danny@leadershiploudoun.org](mailto:danny@leadershiploudoun.org) or 703-727-2684, or Vice-President of the Board - [scott@leadershiploudoun.org](mailto:scott@leadershiploudoun.org) or 571-480-3878.