

Request For Proposals (RFP) – Agency Leadership Training

Introduction

Wisconsin Community Services (WCS) is a 501(c) 3 non-profit agency with more than 50 programs that provide a variety of services, primarily across southeastern Wisconsin. WCS has been serving disenfranchised and marginalized populations for more than 111 years. When the organization was founded as the Wisconsin Society for the Friendless in 1912, the mission was solely to help people who were incarcerated and assist the families left behind. The organization has evolved, changing its name, and expanding populations served as a response to the growing needs of the community. The mission of WCS is to advocate for justice and community safety, providing innovative opportunities for individuals to overcome adversity. The core values of WCS are as follows: integrity, respect, justice, and the pursuit of excellence. The goals of the organization are:

1. To provide children, youth, adults, and families with quality services that are effective, welcoming, compassionate, and responsive.
2. To promote services and approaches within WCS and in the broader community that provide hope and opportunity for people with substance use, mental health, or co-occurring needs.
3. To promote a culture of accountability that empowers individuals to meet their own goals and contribute to a strong and healthy community.
4. To focus services, partnerships, and advocacy on the underlying causes of involvement in the child welfare, justice, and behavioral health systems.
5. To ensure that the development of WCS programs and services is based on quality data, evidence of effectiveness, research, and the voices of the people we serve.

Scope of Services

WCS is seeking services for professional development of leadership staff across the organization, beginning in 2024. WCS is looking for an experienced provider that can deliver material consistent with the needs of the organization, based on survey results from leadership at all levels. The proposals must align with the culture of WCS, which embraces diversity, equity and inclusion, Person-Centered Care, and Trauma Informed Care. *WCS is committed to leadership development and supporting leaders to be effective in their supervision and management of their teams.* The award will be made to the top proposer, considering a response that meets the core training components and the cost for such services in line with the budget set forth by WCS. The successful proposer will enter into a one-year agreement with WCS, with consideration for an additional one-year contract extension based on successful delivery of such services.

Training budget

The proposers should submit requests for training based on the specific training components with consideration of a total budget for such services not to exceed \$10,000. *The cost must include all materials required to perform the services (workbooks, worksheets, or any other handouts).*

WCS will provide technical support for presentations, as well as dry erase boards and markers, or easel paper and markers.



Training Components

The respondents must describe in detail the curriculum they propose, specific to the following topics requested by the leadership of WCS:

- **Crucial conversations**, with a focus on emotional intelligence, listening to understand, and other effective coaching practices to ensure honest, healthy dialogue for effective solutions.
- **Leadership through a trauma-informed and inclusive lens**, with focus on individual leadership styles, cultivating a diverse and inclusive workplace, empathy for direct service staff, the importance of self-care, and healthy team dynamics.
- **The role of agency leadership in shaping culture**, with a focus on the key responsibilities and the impact leaders have in continuously building a positive work culture which supports the agency's mission, vision, core values and goals.

The above training may be offered in the following formats: in-person, virtual or blended.

Training will take place during business hours, Monday through Friday, 9:00am to 5:00pm.

Training will be offered in 4-hour increments (for example, one 4-hour training or if 8 total hours, two 4-hour trainings on separate days not consecutive).

Training will include one cohort of 20 to 25 agency leaders per session/topic listed above.

WCS Contact(s) for the RFP:

Sara Carpenter, Vice President of Court & Community Reintegration Services; sccarpenter@wiscs.org

Format and Submission of Proposals

The RFP will be posted on our website: www.wiscs.org as of October 16, 2023.

Proposals should be submitted single-spaced with one inch margins and using 12 point font with the exception of charts and tables. Proposals should be no more than 10 pages.

Respondents to this RFP must submit responses to Sara Carpenter via email (sccarpenter@wiscs.org).

Responses must be received no later than 4 pm on October 23, 2023. Responses should be clearly marked "RFP – Leadership Development" in the subject line of the email to Sara Carpenter.

Timeline for proposals

- RFP issued: October 16, 2023
- Deadline for proposers to submit questions: October 23, 2023
- WCS response to questions: October 26, 2023
- Submission of proposals to WCS: November 6, 2023
- Interviews with proposers (may be required): November 9, 2023
- Final contract award: Week of November 27, 2023

Evaluation Criteria and Scoring

Total proposal score = 100 points

1. Cost of services = 40 points
2. Experience of the proposer = 25 points
3. Content of the proposal aligns with the specific training components and needs of WCS = 25 points
4. Ability to begin services in January of 2024 = 5 points
5. References from other similar organizations for leadership training = 5 points