



January 5, 2021

The California Association of Local Conservation Corps (CALCC) cordially invites you to submit your response to this Request for Proposal (RFP) for consideration of contract providing leadership and guidance to CALCC in the development of its future strategic plan.

As a consultant being considered for RFP it is important that a **confidentiality agreement** be signed and returned with your response. The confidentiality agreement ensures both you and the agency the right of confidential and secured information. All information submitted will become the sole property of CALCC.

It is the responsibility of the consultant to respond to the request for pricing of services, terms, or any other information requested on this RFP. Under no circumstances will the bids be considered absolute until a contract is issued by the agency. If no changes have been requested by the agency or by consultant then the pricing submitted will be the price used during formation of contract, at which time the proposed pricing will be considered binding based on the terms and conditions of the contract.

To ensure fairness to all consultants responding to this RFP, a selection committee designated within the association will review the results of all responses. During the RFP process, it is forbidden for a consultant to contact any associate member, employee, or manager of the agency to solicit information regarding the progress of this RFP. If any consultant attempts to solicit information they will automatically be disqualified and eliminated from consideration.

For clarification purposes only, your company may receive a request from a designated member of the selection committee; at that time the member will identify themselves and request additional information or clarification to your answers. Your answer must be in writing and returned to the association via direct mail, fax or e-mail.

When a selection is made, the association will notify each consultant if they have won the award or were not selected as consultant of choice. The agency will not give any consultant information regarding why they *did not win* the award.

Please refer to the RFP for the deadline date to respond. Thank you and we look forward to hearing from you shortly. Please respond to us in writing if you have no interest in submitting a proposal for the above services.

Sincerely,

Wendy Butts
President
California Association of Local Conservation Corps



NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT – 1 of 2

The California Association of Local Conservation Corps (hereinafter “CALCC”) proposes to disclose to the undersigned (hereinafter “Recipient”), in connection with a business relationship with CALCC, confidential and proprietary information, including but not limited to, CALCC program information and data, internal CALCC information and documents, financial data, business strategy, equipment and/or office supplies pricing, and preferred consultant listings in written or verbal form or information stored on any magnetic media or otherwise (hereinafter, the “Information”), only in consideration of the following promises and agreements of Recipient and upon the terms and conditions contained herein:

1. Recipients shall treat the Request for Proposal (herein after known as RFP) and all Information received in said business relationship as confidential, and shall take such steps as may be necessary to prevent the disclosure, by any means whatsoever, of such Information to persons (natural or otherwise) outside of said relationship. The obligations of this paragraph (1) shall not extend to any information that (a) was already known to Recipient from sources other than the Agency in tangible form at the time of this disclosure to Recipients or properly thereafter becomes available to Recipient, in either case, on a non-confidential basis from a third party having no direct or indirect secrecy or confidentiality obligation to the Agency; (b) is at the time of the disclosure, or thereafter becomes, generally available to the public in tangible form from sources other than Recipient or Recipient’s employees; or (c) the Agency has given specific written consent may be disclosed.
2. The parties agree that money damages would not be a sufficient remedy for any breach of this Agreement, and that, in addition to all other remedies, the Agency shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach.
3. This Agreement shall be interpreted, construed, and if necessary adjudicated in accordance with the laws of the State of California, without any reference to choice of law principles, and any related action shall be filed and heard in the appropriate court located in the State of California.



NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT – 2 of 2

By : Wendy Butts
(Authorized CALCC Representative)

The agreement of the Recipients to the forgoing is hereby confirmed:

Recipient: _____
(Authorized Representative)

(Print name and title)

(Name of Firm)



REQUEST FOR PROPOSAL

Introduction to Invitation

The purpose of this Request for Proposal (RFP) is to select a firm that will:

- **Provide consultation services for association-wide strategic planning and organizational improvement initiatives to ensure that desired outcomes are achieved within prescribed time frames and budget parameters.**
- **Participate with the association's Executive Committee and Board of Directors in developing, implementing, and evaluating CALCC's strategic plan to enhance the association's ability to achieve its strategic mission and goals.**
- **Provide written documentation and tools in order to affect the execution of the plan.**

Your company is cordially invited to respond to this Request for Proposal (RFP) to provide these services for our agency.

As a participant of the RFP you are being asked to abide by all terms and conditions of this RFP and to respond to all the questions asked.

About CALCC

CALCC is a membership organization comprised of 14 independent Local Conservation Corps across the state of California. For over three decades, CALCC has advocated for state-level funding and policy initiatives to support the work of its member Local Corps.

CALCC's efforts have resulted in significant financial support for a broad range of Local Corps program areas including recycling, transportation, conservation, water, parks, job training, and education.

CALCC also works to create and help administer innovative grant programs that incentivize local governments, non-profits, and businesses to include Local Corps crews on certain community-benefit projects.



Committed to public policy that supports the mission of Local Corps, underserved youth, and their communities, CALCC further supports initiatives that:

- Promote high school, continuing, and career technical education;
- Create paid on-the-job training, certification opportunities, career pathways, and job placement opportunities;
- Restore and protect the environment;
- Increase resources for, and reduce negative environmental impacts on, underserved communities;
- Advance social justice, equity, and juvenile systems reform; and
- Provide safety-net services and promote mental health resources for young people, including corpmembers.

In addition to funding and policy advocacy, CALCC and its member Local Corps work to change the narrative about underserved and systems-engaged youth, giving young people opportunities to share their experiences and show state and local leaders how important they are to our communities.

CALCC also serves as a megaphone for the local corps movement in California. By collaborating on data collection, evaluation, and communications, CALCC promotes the impact of Local Corps individually, regionally and statewide.

Scope of Work

CALCC has identified the need for a consultant to work with the Association on the development of a three-year strategic plan. CALCC is looking for outcomes that will create a map for the next stage of the Association's development by setting priorities for collective action amongst the many paths that the Local Corps could choose. The level of detail in that map will be determined during the planning process.

The strategic plan will assist the Association with the following goals:

- Increase the visibility and profile locally, and statewide, of the Association, individual corps, and their corpmembers.
- Position the corps to stand out amongst other like-minded agencies and non-profit organizations.
- Improve the Association's relationships with local and state officials and agency staff, especially those critical to the Association's goals.



- Increase the Association's ability to obtain increased unrestricted public funding for individual corps.
- Improve services for corpsmembers, especially the personal development of corpsmembers that benefit their communities during their service with the corps and beyond.
- Support the development of project staff for corps working on statewide initiatives supported by the Association's work.
- Develop programs and projects that support Directors as they work through the varied challenges of the job.
- Improve information exchange and inter-organizational collaboration to develop and implement statewide initiatives.

The consultant shall provide the following services:

- Develop a strategic plan in consultation with the Executive Committee, preferably over a three-month period.
- Conduct research of the political and economic context within which the corps do their work to help the corps better understand challenges and opportunities.
- Interview individuals within the Association and external parties that interface with the corps to assess internal and external perceptions.
- Provide leadership and guidance to refine and track the strategic plan.
- Ensure the strategic plan addresses the Association's goals.
- Identify organizational improvement needs of the Association and incorporate concrete implementation strategies into the final plan.
- Create a written report that summarizes the process and the action items for future reference.



TERMS AND CONDITIONS

Communication Regarding the RFP:

If you have any questions regarding the bid process or need a clarification on a question within this RFP, you may contact Stephen Myers at (916) 793-5540 or at stephen@caleec.com.

Project Timeline:

The timeline for the planning process is from March 1 to May 31, 2021, with a written report expected in June. The budget proposal should account for the work completed during this period.

Proposal Process and How to Submit:

Complete proposals should be submitted to Stephen Myers via e-mail at stephen@caleec.com by **Friday, January 29, 2021**.

Proposals will be reviewed the following week, and proposers may be invited to participate in a brief interview with the Directors via video teleconference.

The proposal submission must include:

- Cover letter, resume, and relevant work samples;
- Proposal including proposed approach to the planning process, general proposed steps and timeline, deliverables, a detailed budget, a description of previous work involving organizations or associations in planning processes; and
- References

Bid Evaluation:

All bids received shall be evaluated with the emphasis placed on the bidder's ability to perform the service required by CALCC.