

2018-2019
REQUEST FOR PROPOSALS



Leadership Palm Beach County
Class of 2019 Civic Engagement Projects

May 2018

Leadership Palm Beach County
2751 South Dixie Highway, Suite 1A
West Palm Beach, FL 33405
www.leadershipbc.org
Tel: 561.833.4321

Fax: 561.833.4320

Introduction to Leadership Palm Beach County

Leadership Palm Beach County (LPBC) is a nonprofit organization designed to foster awareness of community issues and promote efficient communication and cooperative relationships between existing and emerging community leaders. The organization's mission is to identify and unite leaders from diverse backgrounds and perspectives in order to increase their understanding of countywide issues, improve their ability to lead effectively and engage them in working to solve problems in our community.

Each year, LPBC offers Leadership Engage to a select number of leaders who live or work in Palm Beach County. Leadership PBC Engage is designed to build upon the program participants' existing commitment to promoting effective community stewardship and advocacy, and to maximize the participants' diverse backgrounds and expertise. Delivered over a ten-month period, Leadership Engage has a thought-provoking curriculum that strives to increase understanding of the pressing social, economic, and political issues facing Palm Beach County as it provides participants with interactive personal development opportunities. Through lectures, site visits, simulations, and discussions with key community leaders and critical decision makers, participants uncover the factors affecting the future of our county. Each Leadership PBC Engage class adds to the existing network of informed, concerned community leaders prepared to shape Palm Beach County.

Civic Engagement Project

As part of their participation in the 10-month Leadership PBC Engage Program, class members commit to partner with Palm Beach County organizations to complete a civic engagement project. The civic engagement projects offer significant benefits to the organizations and class members alike. The projects offer organizations the opportunity to access high-caliber leaders as pro bono consultants who can support their work to address key community issues. In addition, the projects offer class members the opportunity to utilize their leadership skills and intellectual capital to address important issues challenging Palm Beach County. The class members represent a range of professions and areas of executive expertise, and typically engage individuals from their own professional networks and LPBC alumni, in order to encompass all of the skill sets needed to complete the project.

Over the past few years, class projects have included: co-hosting a conference integral to the development of a countywide post-disaster economic redevelopment plan; creating marketing materials used to communicate the needs of the residents without health care insurance; developing and conducting a youth-entrepreneurship program focused on food distribution for needy families; generating materials designed to engage local employers in the employment of individuals with disabilities; designing a mascot to assist in bringing attention to drowning prevention; working with the local arts community to identify the needs of individual artists and make recommendations about how those needs can be met; designing a training manual to

teach communities how to engage residents in becoming ambassadors in their neighborhoods who assist older adults to “age in place”; working to reclaim an abandoned mango grove and restore its productivity in order to provide fresh fruit for area food banks.

LPBC is seeking civic engagement project proposals for the 2019 program year. The Leadership PBC Engage class will complete several projects during the program year, with project activities beginning in September 2018 and concluding by May 2019.

Civic Engagement Project Parameters

Competitive projects will capitalize on the leadership skills and intellectual capital of class members to advance the applicant organizations’ work on key issues affecting the county. Those projects selected will have the potential for clear and immediate value to Palm Beach County. While proposals may describe a pilot project, a project targeting a subset of the general Palm Beach County population and/or a project focused on a geographic region within Palm Beach County, special consideration will be granted to those projects that are designed for countywide impact, can be expanded and/or replicated, are sustainable after the initial involvement of LPBC volunteers and/or tackle issues relevant to all areas or residents of Palm Beach County.

The ideal civic engagement project will be unique, action-oriented, and will result in some form of tangible “product” (such as a business plan, a curriculum, or a new program/service or a whitepaper articulating issues to be confronted in the county and a plan designed to respond to said issues.) Please note: projects that propose the participation of class members in fundraising or legislative/political advocacy activities of any kind **will not** be considered.

To optimally engage class members, proposed civic engagement projects should be achievable by a group of approximately 10 people within an eight-month time frame (September 2018 through May 2019). *Please note: we strongly discourage applications from employers of **incoming** class members.*

In order to ensure that organizations desiring to participate in civic engagement projects are committed to contributing sufficient resources of their own to support such projects, proposals must contain documentation of organizational approval (as evidenced by a letter of commitment by an authorized organization representative) and must provide the name of at least one high-level organizational liaison or point-person, with decision-making authority related to the proposed project, whose time will be committed to the project. This organization’s liaison must be available to meet with class members regarding the project on a mutually agreed upon schedule throughout the civic engagement project period.

For each of the selected civic engagement projects, LPBC and the partner organization will work together to clarify the roles of the class members and the organizational representatives in order to ensure the project fits within the LPBC guidelines and By-Laws. Near the beginning of the project, LPBC will require formalization of the scope of the project (written objectives and responsibilities for the project) in a written agreement (Memorandum of Understanding) for execution by both LPBC and the partner organization. Partner organizations will commit to

providing ongoing information regarding the progress of the project beyond the conclusion of the project.

Submission Process

All organizations interested in submitting a proposal for consideration as a Civic Engagement Project for the Class of 2019 **must attend at least one of two scheduled Proposers Workshops** (see Class of 2019 Civic Engagement Project Proposal Timetable, below).

In addition, all proposals must use the Class of 2019 Civic Engagement Proposal Form Cover Page (attached), must follow the Class of 2019 Civic Engagement Project Instructions (attached), and must complete the Class of 2019 Civic Engagement Project Checklist.

Selection Process

Civic Engagement Project proposals will be reviewed using a two-stage review process (see Civic Engagement Project Proposal Review Process, below). During the first stage, all Civic Engagement Project Proposals will be reviewed and scored by the LPBC Civic Engagement Committee. Please note that the LPBC Civic Engagement Committee consists of Leadership Palm Beach County Alumni. Should a committee member have a relationship with an applicant organization, in order to avoid conflicts of interest, he/she is prohibited from participating in the development and/or review of that organization's application, advocating or voting on its behalf.

Based on the first stage review, no more than eight (8) proposals will be moved forward to the second review stage. During the second review stage, applicant organizations will present their proposed Civic Engagement Projects to the members of the Class of 2019. As such, it is important that presentations are made by organizational representatives who are highly knowledgeable of the proposed project and who can make an informative and engaging presentation. At least one of the representatives should be the organizational project manager. Civic Engagement Project presentations will take place during the upcoming Class Orientation meeting, scheduled for **August 8, 2018.**

Ultimately, class members themselves make the final selection of projects to be completed by the Class of 2019. This selection will be completed by mid-September, with project work beginning shortly after project selection.

Class of 2018 Civic Engagement Project Proposal Timetable

May 11th, 2018 Leadership Palm Beach County Class of 2018 Civic Engagement Projects Request for Proposals (RFP) Released. The RFP is available at: LeadershipPBC.org/civic-engagement-projects

Two Proposers Workshops will be held.

Civic Engagement Co-Chairs and Committee members will be available in-person to answer questions regarding the RFP and project parameters.

All organizations submitting a proposal must attend one Workshop:

June 12, 2018
9:00 AM – 10:00 AM

Literacy Coalition of Palm Beach County
3651 Quantum Blvd, Boynton Beach FL 33426
561-279-9103

-or-

June 19, 2018
3:00 PM – 5:00 PM

Palm Beach Post – Auditorium Room (1st Floor Room next to LPBC Office)
2751 S. Dixie Highway West Palm Beach, FL 33405
561-833-4321

Please register online at LeadershipPBC.org/civic-engagement-projects.

Proposal Deadline

All proposals must be received **by 5:00pm on June 29, 2018**, acceptable submission methods include:

June 29, 2018
5:00 PM

- ✓ **E-mail** Send one Adobe Acrobat PDF file that includes all required attachments and one Microsoft word document that contains the three page proposal narrative to melissa@leadershippbc.org.

If you are experiencing technical difficulties and cannot submit the proposal via email, contact Melissa at the Leadership Palm Beach County office at 561.833.4321, or to the above email address, to make alternate arrangements.

**July 5, 2018
through July
26, 2018**

Class Project Committee conducts **first stage review**. Up to eight (8) projects will be selected to move forward to second stage review.

August 2, 2018

First Stage Review Applicants are notified regarding their proposal status.

Those moving to **second stage review** will be asked to present the details of their project to the Class of 2019 during the Class Orientation meeting on 8/8/18.

**August 8, 2018
3:00 PM – 6:00 PM**

Project presentations to the Class of 2019

Presentations are made by organizational representatives who are highly knowledgeable of the proposed project and who can make an informative and engaging presentation (*at least one of the representatives present should be the assigned project manager*). After these presentations, class members may meet with finalist organizations to further research the projects.

**August 17,
2018**

Class of 2019 selects Civic Engagement Projects At Retreat

**August 22,
2018**

Second Stage Review Applicants are notified regarding the status of their proposals.

**December 2018
and June 2019**

Civic Engagement Projects completed by the Class of 2019 will complete a survey following up on the status of the project and its impact on the organization.



Class of 2019 Civic Engagement Project Instructions

INSTRUCTIONS

All proposals must be no more than 8 pages and include:

- the Proposal Cover Page with Executive Summary (attached);
- a Proposal Narrative (parameters described below);
- evidence of the applicant organization's incorporation
- a letter of commitment signed by an authorized organization representative;
- an organizational chart; and,
- a completed Civic Engagement Project Checklist.

Please do not include any other attachments with your proposal.

Proposals are requested in email format in both Adobe Acrobat PDF file that includes all required attachments and one Microsoft word document that contains the proposal narrative.

For organizations consisting of a consortium of nonprofit representatives, one of the member organizations must be identified as the project lead and must be responsible for the proposal application and all supporting documentation.

Questions? Contact the LPBC Civic Engagement Committee through the LPBC offices at melissa@leadershipbc.org or by phone at 561.833.4321; most questions will also be answered at the Proposers Workshops.

Proposals are due by 5:00pm on June 29, 2018.

Applications that are not received by the deadline, do not conform to proposal instructions, or are incomplete will not be considered.

Proposal Narratives should be formatted such that they:

- are limited to no more than 3 pages
- use a 12 point font
- include margins of at least 1/2"

PROPOSAL NARRATIVE

Proposals should address each of the elements listed below:

1. **Applicant Organization:** Describe your organization, including its mission and current programs or services.
2. **Project Description:** Provide a concise description of your proposed project, including each of the following:
 - o issue to be addressed or project purpose
 - o data to document the need for the project
 - o project activities
 - o the sets of skills and specific tasks the project will require of members of the Class of 2019
 - o the benefit(s) to Class members of participating in the project
 - o how the project complements your organization's current work on the issue
 - o the impact of successful completion of your proposed project (including who will be impacted, how, and when)
 - o what, if any, work has already been completed on the project
 - o Whether the organization has applied for or received grant money related to the completion of the proposed project. If so, please identify the funder and describe what has been budgeted for the project.

NOTE: The Project Description will be given heavy consideration during the proposal review and selection process. Please devote the majority of your time and attention to this section of the Proposal Narrative.

3. **Organization Project Manager:** The organizational project manager is an integral partner in the execution of the project and is a high-level individual at the organization who can and will provide information about the organization, the project, issue/need, etc. The organizational project manager is responsible for managing the project for the applicant organization (including coordination of project activities to be completed by the organization), to communicating and coordinating project activities with class member project leads, meeting with class project members and must be authorized to make decisions on behalf of the organization. Please:
 - o Identify a high-level representative from your organization who will serve as project liaison and briefly describe their capacity, authority, and qualifications to fill this role.
 - o Describe how the Organization Project Manager's time will be allocated to facilitate the proposed project's successful completion.
4. **Goals and Expected Outcomes & Deliverables:** Please clearly describe what success would look like for your project – include a description of the anticipated outcomes and deliverables to be achieved by June 2019.

5. **Expected Impact:** What impact will this project have on the issue being addressed? If possible, please estimate the number of individuals who will be impacted by the project - including their demographics (ethnicity, age, income level, etc.) and the geographic region(s) of Palm Beach County impacted by the project.
6. **Project Timeline:** Please provide a detailed timeline that corresponds to major project activities from September 2018 through June 2019. For each activity in the timeline, please:
 - o Identify the specific activities/contributions needed from the applicant organization
 - o Identify the specific activities/contributions needed from members of the Class of 2019; and,
 - o Estimate the number of "man hours" needed by the organization and by the Class of 2019 for project completion.
7. **Financial Support:** If your project requires any financial support, please indicate what funding is needed, and whether funding has been secured. If funding is needed but has not been secured, please describe how the organization will secure the needed funds, the likelihood that the needed funds will be secured, and the potential impact on the project timeline should funding not be secured in a timely manner. Please note that class members are prohibited from raising funds to support these projects.
8. **Project Completion:** If your project is not finished by June 2019, how will your organization ensure the work accomplished by members of the Class of 2019 is completed?
9. **Project Sustainability:** How will your organization sustain the work completed by the Class of 2019 or build on its results?
10. **Project Accomplishments:** How will your organization inform its constituents and the public at large of the project and the work accomplished by the members of the Class of 2019?



**Class of 2019
Civic Engagement Project Proposal Form Cover Page**

Organization Name: _____

Organization Address: _____

Organization Phone: _____ Organization Fax: _____

Organization Website: _____ Year Established: _____

Organization Budget: _____ Number of Organizational Staff: _____

Project Contact Name & Title: _____

Project Contact Phone: _____ E-mail _____

Project Title:

Project Budget (if applicable): _____

In the space below, please provide an Executive Summary of your proposed project (approximately 250 words). Please note that this Executive Summary will factor significantly into the selection process; it should be comprehensive and include each project/proposal element outlined in this RFP.



Class of 2019 Civic Engagement Project Checklist

Before you submit, please ensure:

- The Proposal is 8 pages or less and it includes:
 - The Proposal Cover page, which includes the Executive Summary – formatted to be approximately 250 words
 - The Proposal Narrative:
 - Is no more than 3 pages;
 - Uses a 12-point font; and,
 - Includes margins of at least ½ inch.
 - Evidence of Organization’s Incorporation
 - Letter of Commitment Signed by your Organization’s Representative
 - Organizational Chart
 - This Completed Checklist
- There are no other attachments to the Proposal.
- The entire submission is saved in a PDF file and the name of the file is “2019 Class Project Proposal - [ORGANIZATION NAME].”



Class of 2019 Civic Engagement Project Checklist

Before you submit, please ensure:

- The Proposal is 8 pages or less and it includes:
 - The Proposal Cover page, which includes the Executive Summary – formatted to be approximately 250 words
 - The Proposal Narrative:
 - Is no more than 3 pages;
 - Uses a 12-point font; and,
 - Includes margins of at least ½ inch.
 - Evidence of Organization’s Incorporation
 - Letter of Commitment Signed by your Organization’s Representative
 - Organizational Chart
 - This Completed Checklist
- There are no other attachments to the Proposal.
- The entire submission is saved in a PDF file and the name of the file is “2018 Class Project Proposal - [ORGANIZATION NAME].”

AGREEMENT

THIS AGREEMENT is entered into on this ____ day of _____, 20__, between Leadership Palm Beach County, Inc (“LPBC”) and _____ (the “Proposing Organization”).

RECITALS

A. LPBC has offered to have its current adult leadership class (“Class”) perform at least one civic engagement project (“Class Project”) and has issued a Call for Request for Proposals in connection therewith.

B. The Proposing Organization has submitted a Request for Proposal to LPBC for a project to be considered for a Class Project by the current or upcoming Class.

C. LPBC has agreed to have its current class perform as one of its Class Projects the project described in the Proposing Organization’s Request for Proposal.

AGREEMENT

1. **INCORPORATION OF RECITALS.** The above Recitals are true and correct and are incorporated herein.

2. **CLASS PROJECT.** LPBC will use commercially reasonable efforts to have its current Class perform as its Class Project the project described in the Proposing Organization’s Request for Proposal, a copy of which is attached hereto as Exhibit A and incorporated herein; *provided*, however that Exhibit A may be modified by the scope, objectives and respective responsibilities of LPBC and the Proposing Organization as set forth in the Scope of Project attached Exhibit B, which is made a part hereof.

3. **NO LIABILITY.** LPBC has offered to have its current Class perform as its Class Project the project described in the Proposing Organization’s Request for Proposal as a community

service and is not receiving remuneration for its services in this regard. Accordingly, while LPBC will utilize commercially reasonable efforts to ensure that the objectives set forth in Exhibit B have been satisfactorily completed, provided that any failure to do so shall not result in or create any liability to LPBC and any of its affiliates, including any member of the Current Class (the “LPBC Parties”). Moreover, the LPBC Parties shall not be liable for any damages, either direct, indirect, actual, compensatory, consequential, special, incidental or punitive, or any lost profits of any kind, arising out of the LPBC Parties’ participation in the Class Project or out of any mistakes, accidents, errors, omissions, delays, or defects in any activities related to the Class Project performed by the LPBC Parties pursuant to this agreement, unless such damages arise from the gross negligence or willful misconduct of such parties, in which case the liability of the LPBC Parties shall be limited to direct out-of-pocket damages actually incurred.

4. **OWNERSHIP AND USE OF CLASS PROJECT MATERIALS; INTELLECTUAL PROPERTY.** LPBC shall be the sole and exclusive owner of any and all materials created in connection with, or resulting from, the Class Project, including, without limitation, inventions, formulae, processes, discoveries, developments, designs, artwork, social media and similar applications and/or accounts, innovations or improvements photographs, brochures, pamphlets, research, reports, recommendations and videos (collectively, the “Developed Materials”), and Proposing Organization may use the Developed Materials and any logos, copyrighted materials, or other intellectual property owned by LPBC only with the prior written consent of LPBC. Notwithstanding the foregoing, Proposing Organization shall include the LPBC logo, tagline and/or other mark identifying LPBC in a prominent location in all Developed Materials, subject to the prior written approval of LPBC.

5. **CONTACTS.** The contact persons for LPBC and the Proposing Organization with respect to this Agreement and the Class Project shall be the persons identified on Exhibit C hereto and incorporated herein.

6. **AUTHORITY.** LPBC and the Proposing Organization each represent to the other that they have full authority to execute this Agreement on behalf of the party identified herein. Each party to this Agreement agrees to indemnify each other party to this Agreement and to hold each other party to this Agreement harmless from any and all claims resulting from any alleged lack of authority to execute this Agreement as set forth herein, including, without limitation, all damages, costs and attorneys' fees incurred with respect thereto.

7. **INTEGRATION CLAUSE.** This Agreement represents and contains the entire and only agreement and understanding with respect to the subject matter of this Agreement. No other agreement, understandings, representation, inducement, promise, warranty, or condition of any kind with respect to the subject matter of this Agreement shall be relied upon by any party unless expressly incorporated herein. This Agreement may not be amended or modified except by an agreement in writing signed by the party against whom the enforcement of any modification or amendment is sought.

8. **CONSTRUCTION.** LPBC and the Proposing Organization, as well as their respective counsel, have reviewed and negotiated this Agreement. Accordingly, the normal rule of construction which provides that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement. This Agreement shall be construed under the laws of the State of Florida.

9. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts each of which shall be deemed to be an original and all of which together shall be deemed one and the same instrument.

10. **COMPREHENSION OF DOCUMENT AND WAIVER OF RIGHT TO JURY TRIAL.** IN ENTERING INTO THIS AGREEMENT, LPBC AND THE PROPOSING ORGANIZATION REPRESENT THAT THEY HAVE RELIED UPON THE LEGAL ADVICE OF THEIR ATTORNEYS, WHO ARE THE ATTORNEYS OF THEIR OWN CHOICE. LPBC AND THE PROPOSING ORGANIZATION FURTHER REPRESENT THAT THE TERMS OF THIS AGREEMENT HAVE BEEN COMPLETELY READ AND EXPLAINED TO THEM BY THEIR ATTORNEYS, AND THAT THOSE TERMS ARE FULLY UNDERSTOOD AND VOLUNTARILY ACCEPTED BY EACH OF THEM. EACH PARTY FURTHER KNOWINGLY AND VOLUNTARILY WAIVES ANY RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY CLAIM OR LITIGATION THAT MAY ARISE OUT OF THIS AGREEMENT.

IN WITNESS WHEREFORE, LPBC and the Proposing Organization have executed this Agreement effective as of the date executed by the last party to so execute.

LEADERSHIP PALM BEACH COUNTY, INC.

WITNESSES:

Print: _____
Class Project Lead

By: _____
Noel Martinez, Executive Director

Print: _____
Class Project Lead

STATE OF FLORIDA
COUNTY OF _____

The foregoing Agreement was executed and acknowledged before me on this ____ day of _____, _____, by Noel Martinez, as Executive Director of LEADERSHIP PALM BEACH COUNTY, INC., on behalf of said entity, who ____ is personally known to me or ____ has produced _____ as identification.

Notary Public
Print Name: _____

My Commission Expires:

[PROPOSING ORGANIZATION]

WITNESSES:

Print: _____

By: _____

Print: _____

Title: _____

Print: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing Agreement was executed and acknowledged before me on this ____ day of _____, _____, by _____, as _____ of _____, on behalf of said entity, who ____ is personally known to me or ____ has produced _____ as identification.

Notary Public
Print Name: _____

My Commission Expires:

EXHIBIT A

[*See attached RFP*]

EXHIBIT B

Scope of Project

Objectives

Responsibilities of Parties

EXHIBIT C

As to LPBC:

[*Class Representatives*]

With a copy to:

Noel Martinez
Executive Director
Leadership Palm Beach County, Inc.
2751 South Dixie Highway, Suite 1A
West Palm Beach, FL 33405
noel@leadershipbc.org

And a copy to:

Rikki Lober Bagatell, Esq.
Shutts & Bowen LLP
525 Okeechobee Blvd, Suite 1100
West Palm Beach, FL 33401
rbagatell@shutts.com

As to Proposing Organization:
