

REQUEST FOR PROPOSALS



REGARDING:

Leadership Development Training for Water Professionals

PROPOSALS DUE:

Monday, August 19, 2024, by 11:59 p.m. PT

SUBMISSION INSTRUCTIONS:

Proposals must be submitted electronically in PDF format to alaj@cwea.org by **Monday, August 19, 2024, at 11:59 p.m. PT**. Late submissions will not be considered.

BACKGROUND INFORMATION

The California Water Environment Association (CWEA) empowers wastewater professionals as they protect California's most critical resource: water. Our community of 10,000+ professionals represent all facets of wastewater management and resource recovery, from operators to lab technicians to engineers.

Founded in 1928, CWEA proudly unites professionals from throughout the state. We address real-time issues, develop and deliver cutting-edge training, raise awareness of the profession and shape the future of wastewater.

CWEA's Mission: Empowering, educating, and connecting water professionals to protect public health and the environment.

CWEA's Vision: A sustainable California water environment.

Website: <https://www.cwea.org/>

Overview

CWEA seeks the services of an individual or individuals with expertise in leadership development to provide training for wastewater professionals from eight different practice areas to improve their confidence, effectiveness, and leadership in their current roles within their organizations and for future opportunities. The training must be conducted in a format that is highly interactive and participatory with opportunities to engage with other attendees and instructor(s), as well as practice and receive feedback from the instructor(s).

Workshop goals include:

- Equipping participants to develop self-awareness and self-leadership skills for personal growth and effectiveness
- Sharing practical strategies for effective leadership in diverse environments
- Equipping learners with skills to transition from lead to first time, frontline supervisor
- Teaching essential skills for developing high-performing teams

The work will include the development and delivery of a **one-day, six-hour workshop in two locations, northern and southern California**. The same curriculum must be presented at both workshops.

The expected workshop dates and locations are as follows:

November 6, 2024	Sacramento County
November 20, 2024	Orange County

The order of workshop locations may also switch based on the venues' availability.

SCOPE OF WORK

The selected training provider will be responsible for:

Curriculum Development: Develop a detailed training curriculum that aligns with the Overview section and workshop goals on page 2.

Training Delivery: Conduct a one-day training session that effectively conveys the developed curriculum. Utilize a variety of teaching methods including lectures, interactive discussions, and hands-on activities. Provide all necessary training materials, including handouts, presentation slides, and practical exercises.

Assessment and Evaluation: Collect and analyze participant feedback to assess the effectiveness of the training session. Share feedback data with CWEA staff.

RFP Timeline

EVENT	DATE
RFP announced	July 31, 2024
RFP deadline	August 19, 2024; 11:59 p.m. PT
Evaluation of proposals	August 20 – 30, 2024
Committee decisions made	September 2, 2024
Proposers notified via email	September 3, 2024
Execution of contract	September 10, 2024
Contract start date	September 11, 2024
Contract end date	December 20, 2024

SUBMISSION OF PROPOSALS

Proposals should provide straightforward, concise information which satisfies the requirements of the “Proposal Requirements” section below.

Proposals must be emailed by the date and time listed in the RFP timeline and cover sheet to Director of Education Amy Lai (alai@cwea.org). Late proposals will not be accepted.

Proposal Requirements

Interested training providers should submit a proposal that includes the following information:

Provider Information:

- Name and contact information of the presenter(s)
- Brief history and overview of the presenter(s)'s experience in delivering similar training programs

Curriculum Outline:

- Detailed outline of the proposed training curriculum
- Explanation of how the curriculum aligns with the workshop goals (p. 2)

Training Delivery Plan:

- Description of the training methods to be used
- Schedule and duration of the one-day training session

Assessment and Evaluation Plan:

- Outline of the methods to be used for the overall effectiveness of the training

References:

- Contact information for at least three references who can attest to the provider's qualifications and experience

Submission Instructions

Proposals must be submitted electronically in PDF format to alai@cwea.org by **Monday, August 19, 2024, at 11:59 p.m. PT**. Late submissions will not be considered.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Relevance and comprehensiveness of the proposed curriculum
- Experience and qualifications of the training provider
- Effectiveness of the proposed training delivery methods
- Feasibility and reasonableness of the budget
- Feedback from references

Proposals will be reviewed by an independent group of subject matter experts. Evaluations will be scored quantitatively, and the proposal with the highest score will be awarded the contract.

ADDITIONAL INFORMATION

CWEA reserves the right to reject any or all proposals, request additional information or clarification from proposers, and negotiate any aspect of the proposal to ensure the best possible training outcome for participants.

CWEA plans to run two workshops, as mentioned in the "Overview" section. While we don't anticipate doing so, CWEA reserves the right to cancel one or both of the workshops if minimum registration numbers are not met. Trainers will be notified with as much advance notice as possible if a workshop(s) is cancelled. CWEA will not compensate for cancelled workshops but will consider reimbursing for non-refundable, incurred travel expenses.

COMPENSATION FOR SERVICES

CWEA has allocated \$4,000 per workshop, regardless of the number of trainers. The total payment amount for the two workshops may not exceed \$8,000.

CWEA WILL PROVIDE

- Arrangements for all training venues, audiovisual equipment and wireless services, and meals to include breakfast and lunch
- Adequate marketing to ensure registration for approximately 100 participants at each workshop
- Registration services and other logistical support to participants. CWEA will also share all materials electronically with participants in advance of or after each workshop
- Onsite coordination services with the venue staff, trainer(s), caterers, and participants
- Applicable continuing education hours for participants and administer workshop evaluations. Instructors holding applicable CWEA certifications are eligible to receive twice the number of contact hours as participants

CWEA CONTACT FOR QUESTIONS

Amy J. Lai, CMP
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