



## REQUEST FOR PROPOSAL FROM TRAINING CONSULTANTS FOR THE LISC AmeriCorps NATIONAL LEADERSHIP CONFERENCE

The Local Initiatives Support Corporation (LISC) AmeriCorps Program seeks experienced trainers with a background in: leadership development, public speaking, conflict resolution, AmeriCorps national service, mindfulness, cultural competency, team building, and inclusion training to facilitate workshops at the annual *LISC AmeriCorps National Leadership Conference: Growing Leaders Across America*, tentative dates, 11-14 March 2019 at the Westin Hotel, in Jackson, Mississippi. This conference will provide 120 LISC AmeriCorps members with an opportunity to be more responsive and accountable to the communities we serve through increasing leadership and community engagement skills.

### Background

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. We do this by pursuing five key strategies. LISC seeks to:

1. Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places;
2. Develop leadership and the capacity of partners to advance our work together;
3. Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities;
4. Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities; and,
5. Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being

Staff pursue these strategies through a network of 31 local offices and rural programs touching nearly 1,400 counties and a range of national programs – including the LISC AmeriCorps Program. Over the past three decades, LISC has invested \$18.6 billion and leveraged \$56 billion in total development investments. Examples include efforts to undertake revitalization activities including affordable housing, economic development, retail and education facility development; organizational capacity building; and programs improving quality-of-life focused on healthy environments, family wealth building, community safety, and youth recreation. See [www.lisc.org](http://www.lisc.org) for more information.

LISC is in its 24<sup>th</sup> year of operating the AmeriCorps program. This year, LISC will place 165 AmeriCorps members in the geographic footprint of local LISC offices in Boston, Chicago, Detroit, Jacksonville, Kansas City, Los Angeles, Michigan Statewide, Rural LISC, San Diego, Toledo, and with the LISC Safety Program. The goal of the LISC AmeriCorps program is to couple meaningful community service with training in order to expand the pool of community development professionals – particularly among people of color and residents of communities served by community development organizations. The program also seeks to provide our partner organizations with human resources needed to assist in revitalization efforts. Members serve in many capacities including but not limited to: financial literacy counseling; job training and employment counseling; job placement and referral services; home ownership counseling;

affordable housing development and repair; community assessments; and community engagement/volunteer management.

This Request for Proposal (RFP) is made by the LISC AmeriCorps Program. The funding is made available through the AmeriCorps program administered by the Corporation for National and Community Service (CNCS) under the grant No. 16NDHNY0001. Established by an act of Congress in 1993, reauthorized as the Edward M. Kennedy Serve America Act in 2009, CNCS is a federal agency dedicated to enabling Americans to engage in service and supports a range of national and community service projects. Opinions of points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS.

## **Project Scope of Work**

*LISC is requesting price proposals to:*

Facilitate four three-hour training workshops for AmeriCorps members at the *2018 LISC AmeriCorps National Leadership Conference* at the Westin Hotel in Jackson, Mississippi. Each workshop will be repeated four times, scheduled in four, three-hour periods between tentative dates of: Tuesday, March 12<sup>th</sup> and Thursday, March 14<sup>th</sup>. Experienced trainers and facilitators are asked to submit proposals to facilitate workshops for groups of up-to 30 AmeriCorps members in **one** of the following four areas:

**Public Speaking:** This workshop should teach the fundamentals of effective public speaking. The workshop should teach skills that help members feel comfortable speaking in front of public audiences: including funders, elected officials, and key decision makers. The trainer should allow participants to practice keynote speaking in the workshop, and offer specific tips for keeping other group members engaged. At the end of the workshop, participants should have gained new tips and techniques for effective public speaking. The trainer should utilize adult learning strategies to reinforce learning.

**Conflict Resolution:** The workshop should provide members with a foundation for learning conflict resolution skills in order to support their service and leadership in the diverse communities where they serve. The workshop should explore the roots of conflict and provide tangible strategies for building trust and resolving challenging disagreements in the workplace and in the community. The trainer should utilize adult learning strategies to reinforce learning.

**Cultural Competency:** Members should gain an understanding of how cultural values, including their own, affect perspectives, work styles, language, diversity, and practices. The workshop should help members identify systemic, stereotypical beliefs and how implicit biases and discrimination negatively affect our communities. The workshop will increase members' cultural competency skills to build inclusivity and work effectively in diverse communities. The trainer should utilize adult learning strategies to reinforce learning.

**Team Building:** Members should emerge from training with greater knowledge of asset-based community development and its relation to participatory decision-making in neighborhood development. The workshop should equip members with key strategies for equitable consensus building, facilitation skills, partnership development, and provide space for members to work together on community asset-mapping. Learning will increase members' ability to engage others with different perspectives, cultivate inherent community assets, and hone communication skills. The trainer should utilize adult learning strategies to reinforce learning.

### **Proposal Guidelines and Requirements**

Selected consultants will be engaged and compensated based on the completion of specified tasks (in each case, to the satisfaction of LISC), as applicable. Consultants responding to this RFP must submit bids with fees assigned for the task indicated in the Project Scope of Work section and estimates of anticipated travel expenses (economy airfare, hotel, meals, ground transportation, and parking). Fees for each task include preparation, research, participation in phone calls and meetings with LISC and other interested parties (CDC, funder, other stakeholders identified by LISC), and other ancillary tasks/work necessary for the completion of the task described in the Scope of Work above. The fee quote should take into account and be inclusive of all ancillary charges (e.g. phone charges) not including hotel and travel expenses. Consultants will be provided with markers, pens, easel pads, and photocopies of training materials (if requested and provided by January 26). Because these items are provided by LISC, trainers will not be reimbursed for the cost of these training items. LISC will enter into a “performance-based” contract with the consultant, meaning that the consultant will be paid a flat fee upon satisfactory completion of each task completed and will be reimbursed for approved travel expenses. The Consultant will invoice LISC upon completion of each task and provide receipts for approved travel expenses.

### **Contact information and deadline for submissions**

Please submit a proposal including a summary of recent and relevant training experience; a resume; a firm estimate of the workshop fees to be charged; and an estimate of travel, expenses that would be incurred to Sarah Sturtevant, Senior Program Officer at [ssurtevant@lisc.org](mailto:ssurtevant@lisc.org). Submissions are **due by December 26, 2018**. Questions about this RFP should be directed to the contact name identified above.

### **Evaluation Criteria**

- Proposal Presentation
- Value, Pricing Structure, and Price Levels
- Availability
- Ability and Willingness to Comply with Funding Source Requirements
- Experience

### **Additional Considerations**

All contracts funded with federal funds, including small purchases, shall contain, and each consultant selected for an engagement must be able to comply with, the following provisions as applicable:

1. Contracts in excess of the small purchase threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.
2. All contracts in excess of the small purchase threshold shall contain suitable provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. Except as otherwise required by statute, an award that requires the contracting (or subcontracting) for construction or facility improvements shall provide for the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds \$100,000. For those contracts or subcontracts exceeding \$100,000, the applicable

federal agency may accept the bonding policy and requirements of the recipient, provided such federal agency has made a determination that the Federal Government's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

(d) Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

4. All negotiated contracts (except those for less than the small purchase threshold) awarded by recipients shall include a provision to the effect that the recipient, the applicable federal agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

5. Equal Employment Opportunity—All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

6. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)—All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

7. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)—When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required

to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

8. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)—Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. Rights to Inventions Made Under a Contract or Agreement—Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

9. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

11. Debarment and Suspension (E.O.s 12549 and 12689)—A contract award with an amount expected to equal or exceed \$25,000 and certain other contract awards (see 2 CFR 180.220) shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR,

1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

12. Subaward Reporting. LISC may be required to report awards of contracts using certain federal funds in the federal government-wide website [www.fdrs.gov](http://www.fdrs.gov) or its successor system. Starting with awards made October 1, 2010, prime financial assistance awardees (such as LISC) receiving funds directly from a federal agency are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors, where both the initial award is \$25,000 or greater or the cumulative award will be \$25,000 or greater if funded incrementally as directed by the applicable federal agency in accordance with OMB guidance. If subaward recipients’ executive compensation is reported through the Central Contractor Registration (CCR) (now the System for Award Management (SAM)) system, the prime recipient (i.e. LISC) is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the “Transparency Act” and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. If applicable, LISC would have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients (such as LISC) are required to report certain information pertaining to the consultant and/or the award for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.

13. Small Business Enterprises, Minority-Owned Business Enterprises, and Women-Owned Business Enterprises. LISC is committed to working with Small Business Enterprises (SBEs), Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). LISC encourages submissions from SBEs, MBEs, and WBEs

14. Intellectual Property. Any reports or other deliverables produced pursuant to a scope of work or contract will be the sole property of LISC (except to the extent rights are reserved by the applicable federal agency).