

BJCTA REQUEST FOR PROPOSALS #10-07

Facilitator Services for the Birmingham-Jefferson County Transit Authority Annual Board of Directors Retreat

The enactment of Act No. H-993 in 1971 by the Alabama State Legislature authorized the creation of the Birmingham-Jefferson County Transit Authority ("BJCTA"). Operations began in 1972, providing fixed route and demand response service (Paratransit). While our service area covers the cities of Birmingham, Bessemer, Fairfield, Homewood, Mountain Brook, Tarrant, Hoover, Vestavia Hills and unincorporated portions of Jefferson County, the BJCTA is a separate entity from its' Funding Partners and is governed by a nine-member Board of Directors.

The BJCTA is soliciting proposals from qualified persons or firms to provide Facilitation Services as outlined in this solicitation.

Facilitator Services

Furnish all necessary management, labor, supervision, materials, transportation, and any other incidental services required to facilitate a one day intensive strategic work session or "retreat" for the Birmingham-Jefferson County Transit Authority's (BJCTA) Board of Directors and senior management.

SCOPE OF WORK:

- 1.0 General Scope:** The Contractor shall facilitate a one (1) day retreat. The tentative date for the retreat will be in June or July, 2010.

The BJCTA management group (15-20) is anticipated to consist of the Board of Directors, Executive Director and Senior Managers.

CONTRACTOR EXPERTISE: The Contractor shall have a minimum of 10 years experience facilitating strategic work services or retreats. The Contractor shall provide a letter of recommendation from a minimum of the last three (3) different organizations for which they have performed facilitator services. The recommendations shall state the name of the organization, description of the group facilitated, date(s) of retreat, and phone number of the point of contact in the organization. The Contractor shall also submit the resumes of all personnel who will perform the facilitator services.

REQUIREMENTS:

- 2.0 Goals for the Retreat:** The Contractor shall facilitate all discussions at the retreat. The objective of the retreat is to gather information and define

Some of the aspects and goals that the facilitator shall pursue and include in their work to be delivered regarding the retreat are as follows:

- Improve communications and the overall confidence level, trust and working relationship between the Board of Directors and the staff of the BJCTA, to lead the management team to positive results and minimize and resolve unsettled issues.
- Develop and/or reassert the agency's values, vision and mission statement and develop goals, objectives and leadership targets with which to measure progress of the agency and the Executive Director in meeting those criteria including strategic planning and performance monitoring.
- Identify practical ways to take the Board's leadership to the next, higher-impact level, including update on the Board's governing role and its relationship to the staff managing role, assessment of and recommendations for the Board's committee and overall governing structure.

2.1 Tasks Prior to the Retreat: Upon award of the proposal, the selected Contractor shall contact Ms. Jacquese Gary, Executive Administrative Assistant to the Executive Director, at (205) 521-0117 to confirm the specific date of the retreat and to clarify/finalize retreat requirements. The selected Contractor shall submit to the Executive Director, at its earliest, a preliminary agenda which demonstrates their plan to effectively conduct the retreat.

2.2 Final Report from Facilitator: Upon completion of the retreat, the Contractor shall prepare a detailed, post-retreat summary report to address the items enumerated above in section 2.0 as well as any other issues raised and discussed at the retreat.

2.3 Proposal Instructions: Make sure the Proposal Response is received by the BJCTA Executive Director **before** the designated date and time. If mailing proposals, please allow normal mail delivery time to ensure timely receipt of your proposal. Proposals received prior to the advertised hour of opening will be kept securely sealed. Any proposals received after the time to which reference is made will not be considered and will be returned to the Proposer unopened.

Make sure that the proposal is returned in an envelope or box **clearly** labeled with the following Information: **RFP # 10-07 Facilitator Services**. This information should be in the lower left hand corner. The envelope should also be labeled **PROPOSAL DOCUMENTS ENCLOSED**.

Proposals should be submitted to:

Peter Behrman, Executive Director
1735 Morris Ave
Birmingham, AL 35203
(205) 521-0117
(205) 252-7633
pbehrman@bjcta.org

The following is the schedule for this RFP:

- 1. ISSUE DATE OF RFP: June 16, 2010**
- 2. PROPOSER'S DEADLINE FOR QUESTIONS/CLARIFICATIONS: June 21, 2010** – Please submit questions to Collina Washington, Manager of Procurement, at (205) 521-0144 or via email at cwashington@bjcta.org.
- 3. PROPOSAL SUBMISSION DEADLINE: June 23, 2010**

EVALUATION CRITERIA:

Listed in order of importance

1. Technical Capabilities/Responsiveness: Narrative proposal of approach in providing services
2. Experience & Qualifications
3. Past Performance/References
4. Cost