



SWEETWATER AUTHORITY

505 GARRETT AVENUE
POST OFFICE BOX 2328
CHULA VISTA, CALIFORNIA 91912-2328
(619) 420-1413
FAX (619) 425-7469
<http://www.sweetwater.org>

GOVERNING BOARD
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TISH BERGE
GENERAL MANAGER

JENNIFER H. SABINE
ASSISTANT GENERAL MANAGER

REQUEST FOR PROPOSAL

Executive Leadership Development

Sweetwater Authority seeks Proposals to provide a one-day leadership development and enhancement training program for an executive level team.

Program Title: Executive Leadership Development
Agency Name: Sweetwater Authority
Address: 505 Garrett Avenue, Chula Vista, CA 91910
Sweetwater Authority Contact: Dina Yorba, Director of Administrative Services –
Direct: (619) 409-6770 **Email:** dyorba@sweetwater.org

Background:

Sweetwater Authority (Authority) provides a safe, reliable water supply to approximately 190,000 people across a 32-square mile service area in the South Bay region of San Diego County. This includes residential, business, government, industrial and agricultural water users. Our staff is located at four locations; three of the offices located in Chula Vista, and one office in Spring Valley.

Goals and Scope of Services:

The Authority is seeking proposals from qualified training providers who have the capacity to develop, enhance the team's previous training of the Effective Manager model, and deliver both audio and visual customized training for a one-day program in the spring of 2019 designed to refresh and enhance the skills and knowledge of the Authority's senior management team. The scope of training services shall include:

- Emotional Intelligence (EQ)
- DISC (Dominance, Influence, Steadiness, and Conscientious)
- Best Management Practices
- Visioning
- Political Acumen
- Strategic Thinking



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PROPOSAL REQUIREMENTS

1. **Cover Letter** – A signature by a principal or officer having the authority to negotiate and contractually bind and extend the terms of the written proposal. Please provide the following information regarding the Consultant:
 - a) Legal name and address of the Consultant.
 - b) Legal form of the Consultant (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member.
 - c) If the Consultant is a wholly owned subsidiary of a “parent company.”
 - d) The name, address, telephone number, email address and other relevant contact information of the person(s) assigned to work on the project.
 - e) The name of the person identified by the Consultant as the project manager.
2. **Executive Summary** – A description of the training to be provided.
3. **Experience** – Provide a brief description of:
 - a) The firm and the individuals assigned with projects of a similar nature to the Authority’s and any specific experience.
 - b) Furnish resumes of the project manager and the facilitator that will lead the training.
 - c) Provide two examples of similar projects
4. **Qualifications** –
 - a) Provide the qualifications of the company and the facilitator assigned to perform the work.
5. **Project Organization, Approach and Timeline** –
 - a) Provide a work plan, including major activities and schedule for the day.
 - b) Describe the responsibilities of the individuals who will be working on the project and extent of involvement with the project.



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6. **References** – Include two references from agencies with similar projects referenced above under experience. Each reference must include:

- a) Client name and contact information
- b) Project description
- c) Role of key project team members

7. **Cost Proposal** –

Provide a lump sum fee proposal for performing the work described in the RFP. The fee shall be inclusive of all costs, including meals, travel, and lodging. Include a schedule outlining the hourly rates and anticipated hours and fees and expenses to support the lump sum fee proposed.

PROPOSAL EVALUATION

The Authority will evaluate all proposal submittals. Such evaluation will include, but not be limited to, experience, business reputation, overall qualifications, project approach, ability to provide the customized services, as well as other information obtained through background information and references.

This RFP does not commit the Authority to award a contract, to pay any costs incurred in the preparation of the submittal, or to procure or contract for services or supplies. The Authority reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirely this RFP, if it is in the best interest of the Authority to do so. The Authority shall not be obligated to contract any or all of the requested services to the retained Contractor.

CONTRACT AND INSURANCE REQUIREMENTS

The selected Contractor will be required to enter into an Agreement for Services with the Authority and provide proof of insurance.



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Date of Event: To be determined – (May/June 2019)
Participants: Executive Team
Number attending: 7
Time (From/To): 9:00 a.m. to 3:00 p.m.
Location: To be determined – (National City/Chula Vista)

The RFP timeline is as follows –

Request for RFP: 03/13/2019
Deadline for Bidders to Submit Questions: 03/25/2019
Contract Award / Notification to Unsuccessful Bidders: 04/17/2019

TIME AND PLACE OF SUBMISSION OF PROPOSALS:

The RFP will be posted on our website, www.sweetwater.org and can be downloaded as of 10 a.m. on **03/13/2019**.

Respondents to this RFP must submit one proposal and responses must be received no later than **04/03/2019**.

Responses should be clearly marked “RFP- Executive Leadership Development” and emailed or delivered by **04/03/2019** to the contact person:

Dina Yorba, Director of Administrative Services –

Direct: (619) 409-6770

dyorba@sweetwater.org

Garrett Ave, Chula Vista, CA 91910

Email:

Address: 505