



**There is more to me
than my disability.**
Community Connections

www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
Main office fax: 970.259.2618
cci@cci-colorado.org

Request for Qualifications (RFQ)

Date: May 3, 2018

To: Human Resources or Organizational Operations Specialists
Specialized Expertise in Competency-Based Training

From: Tara Kiene, President/CEO
Community Connections, Inc.

Re: Request for Qualification (RFQ):

Human Resources, Training, or Organizational Development Consultant available for contract to assess competencies for nonprofit positions and design training areas to address necessary competencies.

Due Date: Responses to RFQ are due by 5 p.m., Tuesday, June 12, 2018

Tara Kiene, President/CEO
Community Connections, Inc.
281 Sawyer Dr., Ste 200
Durango, CO 81303
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Community Connections, Inc. (CCI) is a 501c3 charitable nonprofit organization that has operated in Southwest Colorado for over 30 years. Our mission is to create opportunities for children and adults with intellectual and developmental disabilities to lead healthy and fulfilling lives in our community. Through a grant from the Moniker Foundation and the generous matching funds from Morehart Murphy Subaru, CCI is embarking on a project to determine necessary competencies for each of the agency's positions and design the structure of a training program to ensure that employees in those positions have those competencies.

CCI is seeking qualified human resources, training, or organizational development professionals to assist with this project. Qualified individuals and/or firms should review the details of this RFQ and submit your letter of interest and qualifications to Community Connections by the date specified. Current budget for the project is \$10,000.

Consulting Human Resources and Organizational Development professionals for this project will include a scope of work that addresses the following items:

- **Interviews** with Community Connections supervisory staff on current employee position descriptions.
- **Assessment** of up to 25 positions to determining required Core Competencies for each.



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- **Development** of combined Competency list for the organization.
- Work with current Executive Level staff to **develop** organizational training structure and program to address necessary competencies.

If you or your firm is interested in responding to Community Connections' **Request for Qualification (RFQ)**, please submit the following list of items by **5:00 PM, Tuesday, June 12th 2018**.

1. Name of **Firm** and Address, including telecommunications contact numbers (FAX, phone, e-mail, cell, pager, etc.) Please include principal partners, owners and professional staff.
2. Brief **company history** of the firm's experience providing HR or Organizational Development, including consulting work in the areas of non-profit management and support to non-profits in Colorado.
3. Professional **qualifications** (resumes) of the principal partners, officers and/or professional staff who would likely be involved in this Competency-based training project, based on the RFQ criteria.
4. A list of three or more **client references**, in which your firm has done or is doing similar or related types of Human Resources consulting Please provide the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, and the estimated range of fee arrangements along with samples of up to five (5) similar projects or program assessments that your firm (or you as a sole practitioner has completed.
5. List of business **credentials**, qualifications and/or professional designations that would be applicable to this type of non-profit advisement and/or community leadership program assessment.
6. Brief description or a copy of your firm's policy on **client confidentiality**.
7. A **professional services** 'fee' information sheet from your firm, including:
 - Fee schedule listing your hourly, half day and daily rates for performing of this type of business consulting and/or buy/sell professional services.
 - A list of anticipated reimbursable expenses and the rate charged for each.
 - Proposed listing of transaction fees and/or flat rate fees for assisting Community Connections with its Competency-Based Assessment and Training Project.



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8. A **letter** from the principal in charge of the firm, or the professional in charge of the Firm, briefly explaining your interest providing professional services to Community Connections.
9. List of **subcontractors** (if any) that may be used by your firm on this RFQ.

Please submit your response to the “**Request for Qualification**” on or before **Tuesday, June 12th by 5:00 pm**. Late proposals may be considered, at the sole discretion of the President/CEO of Community Connections.

You may send your RFQ response via **US Mail** to:

Tara Kiene, President/CEO
281 Sawyer Dr., Ste 200
Durango, CO 81303

Or via email to:

cci@cci-colorado.org

Subject Line: 2018 Competency Project

If you have questions, please contact Judy Schreckenbach at 970-565-7695.

Thanks for your consideration.