

Request for Proposal

California Association of Recreation and Park Districts (CARPD)

Executive Director Services

The California Association of Recreation and Park Districts (CARPD) is requesting proposals (RFP's) for Executive Director Services.

About CARPD

CARPD is a 501-c-3 non-profit organization organized to promote the delivery of recreation and park services among special district agencies in California. CARPD works directly and indirectly with its member agencies and other individuals concerned with the operation of Recreation and Park Districts and to foster the education of the associations governing boards, managers, maintenance and administrative personnel.

Involvement in CARPD is accomplished through the active participation of agency board and staff members. Currently, CARPD represents over 70 member agencies. The association is governed by an eleven member Board of Directors elected by the membership.

CARPD operations and services are supported by a sliding fee structure based upon tax revenue or assessments, member agency contributions, and revenues generated by various association programs.

Additional information on CARPD can be obtained from our web site at: <http://www.carpd.net/>.

CARPD's Mission

Since 1958, CARPD has been dedicated to improving the quality and efficiency of recreation and park districts. Through a joint powers authority, CARPD recreation and park district members are eligible for reduced rates on workers compensation coverage and liability/property damage insurance – saving local communities thousands of dollars. The CARPD Board of Directors is made up of representatives from recreation and park districts, and tracks legislation and other issues that affect member districts. Each spring, CARPD hosts an annual conference and awards competition to recognize outstanding programming, facilities, and service to the community.

Current Executive Director Services

The Executive Director Services are currently provided by contract with the firm of Agonia and Associates located in Sacramento, California.

The current contract expires on June 30, 2012.

Scope of the RFP

Minimum Qualifications

The successful proposer (individual, firm or the firm's principals) providing the executive director services (hereinafter "Contractor") must have a minimum of five years' experience specializing in Special District management and operations. Experience with recreation and park district management and recreation and park district law is highly desirable.

The Contractor must be competent with use of computers and software, which includes Microsoft Word, Excel, Access, Power Point and Microsoft Publisher.

Scope of Services

The following services shall be provided:

- Support the Mission of CARPD and assist the Board of Directors in the development and implementation of adopted policies, programs and activities.
- Annually present a Contractor goals and objectives program for consideration by the Board of Directors of CARPD.
- Arrange and attend meetings as required to ensure the efficient and effective day-to-day operation of CARPD organizational matters.
- Develop a yearly calendar identifying important CARPD events and activities.
- Provide timely communications by and between Board Members, Board Standing Committees, Member's districts, state agencies, non-profit partner organizations, legislative consultants and individuals.
- Monitor the activities of our CARPD's Legislative Advocate and coordinate legislative matters with the Legislative Committee Chair.
- In collaboration with the Chief Financial Officer and the Finance Committee, monitor the CARPD financial activities associated with revenue generation, operational expenditures and reserve fund investment.
- In coordination with the Conference Committee develop and manage the annual CARPD Conference including: 1) determine and secure the location of the Annual Conference, 2) solicit, arrange and schedule various educational and program sessions to be presented, and 3) manage conference registration..
- Support existing members and expand membership with a focus on enhancing member services, member recruitment, retention and technical assistance.
- Provide for the timely publication of CARPD Newsletter "the Communicator" which is currently published quarterly.
- Enhance membership information and services via the website. Ensure that current information regarding CARPD, legislation, district member activities, conferences and other information is made available on the CARPD website.

- Provide office space including access to a conference room for meetings of the Board of Directors and committees. Additionally, the Contractor shall provide for all office equipment including telecommunication systems, computers and other necessary equipment.

The Contractor is solely responsible for its own insurance. The Contractor at Contractor's sole expense shall secure proof of General Liability Insurance in the amount of at least \$1,000,000.00 per occurrence, Automobile Liability Insurance in the amount of at least \$1,000,000.00 per accident for bodily injury and property damage, and, as required by law, Employer's Liability Insurance (Workers Compensation Insurance) in the amount of at least \$1,000,000.00 per accident for bodily injury or disease. Insurance companies issuing any of these policies required by the provisions shall have a rating classification of "A-" or better and a financial size category rating of "VII" or better according to the latest edition of the A.M. Best Key Rating Guide.

The Contractor shall, without expense to CARPD, be responsible for obtaining and maintaining any licenses and permits, and for complying with any applicable federal, State and municipal laws, codes and regulations, as necessary for the conduct of Contractor's work.

Proposal Content

The proposal shall be prepared using the following format:

Section 1 - Organization

- Name of proposer, business address, date established
- Specify if a corporation, partnership, or sole proprietor
- If a firm, list director, officers, partner or owner of the firm by name and title
- Name, title, address, telephone number and e-mail address of primary contact person

Section 2 - Staffing

- Submit brief resume (s) of key personnel to be assigned the service delivery
- Describe the qualifications of the key individual who will be CARPD's contact.

Section 3 - Approach to Meeting Project Scope

- Provide a written and detailed approach to meeting the scope of work as set forth in this RFP.

Section 4 - Fees

- Proposal shall specifically describe the annual cost of services for performing the requirement of this proposal.

Section 5 - References

- Provide a minimum of 3 references that the proposer has worked with in the last three (3) years in providing similar services to those described in the scope of services.
- Provide name, title, firm, telephone and e-mail for each reference.

Proposal Submittal

Proposals must be received by 3 PM February 10, 2012. Six (6) copies of the proposal must be submitted. Proposals are limited to 25 pages excluding resumes. Resumes must be no more than two (2) pages per person. Proposal shall be submitted in a single envelope labeled: "Proposal for Executive Director Services" on the outside.

The copies of the proposals must be submitted (mailed or hand delivered) to the following addresses:

Hand delivered:

1127 11th Street, Suite 820
Sacramento, California 95814

Mail:

P.O. Box 22671
Sacramento, California 95822

Contractual Requirements

CARPD intends to retain Contractor to assume Executive Directors Services commencing on July 1, 2012. The intent of CARPD is for the successful Contractor to enter into a multi-year (up to 3 years) service contract. Terms of the contract will be negotiated upon selection.

Evaluation of Proposals

CARPD may seek written clarification from any or all proposers in order to better understand and evaluate their proposal(s). However, this process may not be used as an opportunity to submit missing documentation or to make substantial revisions to the original proposal.

Evaluation Process

A selection committee appointed by the Board of Directors of CARPD, along with input from the Executive Director, will initially evaluate proposals. Proposers may be asked to submit further written information.

Evaluation Criteria

CARPD will make its selection based on the following evaluation criteria.

- The degree to which the proposal responded to the Request for Proposal
- The experience and professional reputation of the person(s) to serve as the Executive Director.
- The demonstrated ability of Contractor to provide services defined in this Request for Proposal.

Interviews

The most promising proposers will be asked to attend an interview with the selection committee prior to final consideration by the Board of Directors.

Contact Award

The Board of Directors of CARPD will make the final selection. CARPD is not responsible for any preparation costs incurred by parties submitting a proposal and will not pay for any travel expenses to participate in interviews or contract negotiations.

CARPD reserves the right to accept or reject in whole or in part or all proposals and cancel all or part of this Request for Proposal.

Tentative Schedule

January 6, 2012	RFP released
February 10, 2012	Proposals Due to CARPD
February/March 2012	Committee review proposals and schedules interviews
April 2012	Committee interviews of most promising proposers
May 4, 2012	Board of Directors interview potential Contractor(s) selected by the committee
June, 1, 2012	Award CARPD Executive Director Contract, effective July 1, 2012