

Request for Proposals
Chautauqua Leadership Network
2019 Program Year



Chautauqua Leadership Network's mission is to identify and nurture regional leaders, provide a framework for an emerging network of skilled civic trustees and help our communities meet the challenges of today and the opportunities of tomorrow. CLN strives to improve our community, enhance personal leadership skills and have fun while expanding professional and personal networks. To achieve these goals, CLN has developed a three-pronged strategy that includes an orientation program, leadership development activities, and networking events. CLN is a not-for-profit organization serving Chautauqua County, New York.

History and Background

The vision of the Chautauqua Leadership Network is to promote a community in active control of its destiny by developing effective leadership. With this vision, CLN's program differs from others by emphasizing the creation of an ever-growing network of people who can serve as resources to each other. Networking is seen as a crucial element to facilitate collaboration among members on projects that embrace the county as one community.

The CLN program curriculum focuses on specific leadership competencies, ensuring the ongoing viability and relevance of the program. It will also help identify specific outcomes for program participants. This is part of CLN's strategic plan that seeks to provide a world class community leadership program that is widely recognized for developing leaders who positively influence their communities.

Project Description

Chautauqua Leadership Network is seeking proposals from CLN alumni members and other experienced speakers to serve as program facilitators around relevant topics that relate directly to one or more of CLN's 11 core competencies (See attachment A). The competencies are: Self-Awareness, Team-Building, Creativity, Communication, Asset Discovery, Organizational Skills, Developing Others, Ethics/Integrity, Leading Change, Social Intelligence, Networking/Building Partnerships.

Project Scope

The project scope includes completing a proposal and if selected will include

- Initial planning with the CLN curriculum committee
- Delivery of a 3.5 hour session during the 2018 program year
- Debriefing with the CLN curriculum committee

Assumptions and Agreements

1. CLN reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
2. CLN reserves the right to award the contract to the most qualified candidate.
3. Proposals will not be returned.

Proposal submissions should:

1. Provide a 1-2 paragraph executive summary which includes a bio of the facilitator and a brief synopsis of the topic.
2. Clearly introduce topic and how it relates to one or more of the 11 competencies
3. Provide examples of the specific models and/or approach that will be used during the session
4. Describe the overall facilitation and flow of the session; include an outline/agenda.
5. Describe how you will collaborate with the CLN curriculum committee to customize content and adapt your approach to meet the evolving mission, vision and goals of the organization.
6. Describe relevant or past experience related to proposed activities.
7. Provide resume of the proposed lead facilitator and any other individuals who may be assisting with the scope of the project. Explain the role of other individuals in the proposal.
8. Provide a budget that incorporates all elements of the project scope. All reasonable budgets will be considered and may be negotiated to meet each party's needs.
9. **Be no more than two pages in length NOT including your budget and resume(s).**

Submission Information

Proposal must be submitted electronically to Kerri Brown at kbfonner@gmail.com by July 1, 2018. Kerri may also be contacted with questions via email.

Basis for Selection of Candidates: The following criteria will be considered but is not limited to:

1. Proposals will be evaluated on thoroughness of response and a clear understanding of how the topic relates to one or more competency area(s).
2. A demonstrated understanding of the mission, vision, and goals of the network.
3. Qualifications to perform the proposed work.

CLN does not discriminate in member selection or membership practices on the basis of race, color, national origin, religion, sex, disability, age, citizenship status, genetic information, marital status, sexual orientation, military status, political activities, criminal accusation, domestic violence victim status, or any other characteristic or class protected by Federal or New York State law. CLN will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of operation including selection, dues assessment, job assignment, compensation, discipline, termination, expulsion, and access to benefits and training.

Attachment A

Chautauqua Leadership Network Core Leadership Competencies

1. **Self-Awareness:** an honest understanding of your own values, desires, thought patterns, motivations, goals and ambitions, emotional responses, strengths and weaknesses, and effect on others.
2. **Team-Building:** ability to inspire and foster team commitment, spirit, pride, and trust; facilitate cooperation and motivate team members to accomplish group goals.
3. **Creativity:** ability to reexamine traditional strategies and practices, and proactively look for new ideas and ways to improve products, services, and work processes.
4. **Communication:** Ability to clearly convey information, expectations, and ideas to individuals and groups in ways that produce effective coordination; delivers and receives feedback with candor and civility.
5. **Asset Discovery:** Understanding of Chautauqua County business sectors and industry, available resources, and recreational activities.
6. **Organization Skills:** the ability to manage duties through wise planning, time optimization, detail orientation and prioritization.
7. **Developing Others:** Seeks opportunities to motivate and mentor individuals professionally; empower others to take on responsibilities; foster optimism and energy for reaching goals; help individuals develop broader understanding of potential career opportunities.
8. **Ethics/Integrity:** ability to instill mutual trust and confidence, create a culture that fosters high standards of ethics, behave in a fair and ethical manner toward others, and demonstrate a sense of corporate responsibility and commitment to service.
9. **Leading Change:** ability to bring about strategic change, both within and outside the organization, to meet organizational goals; ability to establish an organizational vision and to implement it in a continuously changing environment.
10. **Social Intelligence:** capacity for recognizing our own feelings and those of others, for motivating ourselves and for managing emotions effectively in ourselves and others especially in social interactions.
11. **Networking/Building partnerships:** ability to develop contacts with people who are a source of information and support and maintaining those contacts through various methods; ability to identify and initiate working relationships and to develop and maintain them in a way that is of mutual benefit to both yourself and the other party.