



REQUEST FOR PROPOSALS  
(RFP)  
FOR  
SENIOR LEADERSHIP DEVELOPMENT  
24RFP006

OCTOBER 30, 2023

280 S. DECATUR BLVD.  
LAS VEGAS, NEVADA 89107

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## **SECTION I - INTRODUCTION**

### **A. Purpose**

The Southern Nevada Health District (“Health District”) requests proposals from qualified and experienced organizations to provide senior leadership training and development (“Project”).

### **B. Entity Information**

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving approximately 2.3 million residents and safeguarding the public health of approximately 40 million visitors to Las Vegas annually.

The mission of the Health District is, “To assess, protect, and promote the health, the environment, and the well-being of southern Nevada communities, residents, and visitors.”

The Health District is governed by the Southern Nevada District Board of Health (“Board”). The Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

### **C. Anticipated Contract Type and Term**

1. Any contract awarded under this RFP will be a firm-fixed price contract.
2. The anticipated contract term will be up to one year. The Health District reserves its right to modify the initial contract term.

### **D. Funding**

1. Any contract awarded under this RFP will be funded through a federal grant award from the Department of Health and Human Services, Centers for Disease Control and Prevention; FAIN 1 NE11OE00081-01-00; CFDA 93.967; Project Title, Strengthening the Public Health Workforce Infrastructure and Data Modernization; Grant award date, November 29, 2022.
2. Any contract awarded under this RFP will be subject to the availability of funding and shall be terminated immediately if funding is withdrawn, limited, or impaired.

### **E. Ethics in Procurement**

It is unlawful for any Proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract or purchase order issued by the Health District.

### **F. Conflict of Interest**

Proposals must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or the appropriate Advisory Board may have in the in the proposing agency or the proposed project.

## **SECTION II - SCOPE OF SERVICES**

### **A. Project Description**

The Health District seeks assistance with developing its senior leadership (executive) team. The focus should be on the behaviors that make up a successful, high-performance team, how to build cultural competencies, and how each leader's leadership style affects the organization. Development should be tailored to local government health programs.

### **B. Project Location**

Las Vegas, Nevada.

### **C. Tasks**

Learning exercises that will enhance or add value to the development environment at the executive level.

### **D. Activities**

Facilitated learning modules and/or workshops that will provide learning opportunities to the executive team. Activities could include learning assessments, training tools, and or presentation assignments.

### **E. Key Deliverables**

1. Onsite training with the leadership team.
2. Assessment of the executive team - capabilities, strengths, and opportunities.
3. Provide groundwork for identifying continued development.
4. Understanding of longer-term liabilities with staff development.
5. Developing a critical thinking mindset and exploring how effective coaching affects the organization.

## SECTION III - TIMETABLE AND PROVISIONS

### A. Timetable

RFP Issuance.....	October 30, 2023
Deadline to Submit Questions .....	November 7, 2023
Deadline to Disseminate Questions and Answers .....	November 9, 2023
Deadline to Submit Proposals.....	November 27, 2023
Evaluation Completed/Recommended Award Notification .....	November 30, 2023
Contract Start Date.....	January 2024

### B. RFP Authorized Contact

1. The RFP Authorized Contact is **Kevin Bratcher**. Proposers are prohibited from communicating about this RFP from RFP Issuance to Recommended Award Notification with anyone associated with the Health District other than the Authorized Contact. **Proposers that do not adhere to this prohibition will be disqualified.**
2. Proposers shall direct all inquiries about this RFP to the Authorized Contact, **Kevin Bratcher**, at [procurement@snhd.org](mailto:procurement@snhd.org). No other person has the authority to respond to questions about this RFP unless expressly authorized by the Authorized Contact.

### C. Questions

1. Written questions about this RFP must be submitted via email to [procurement@snhd.org](mailto:procurement@snhd.org) by **2:00 PM PST on November 7, 2023**. Indicate “24RFP006 Senior Leadership Development” in the subject line.
2. All written questions and answers will be posted to [the Health District Public Notices website](#) by **5:00 PM PST on November 9, 2023**.

### D. Deadline to Submit Proposals

Proposals are due by **2:00 PM PST on November 27, 2023**.

### E. Proposal Submission

1. Email one (1) PDF file to [procurement@snhd.org](mailto:procurement@snhd.org). Indicate “24RFP006 Senior Leadership Development” in the subject line.
2. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will not be accepted.

### F. Late Proposals

Proposals submitted after **2:00 PM PST on November 27, 2023**, will be rejected as late.

## **SECTION IV - REQUIREMENTS**

### **A. Proposer Requirements**

Proposer must have a minimum of five (5) years of experience in leadership development.

### **B. Proposal Requirements**

Complete and submit the following as one PDF document:

#### **1. Cover Letter, Required Documents and Statements**

- a. Submit a cover letter on Proposer's letterhead signed by a legally authorized representative including Proposer's name, address, phone number, email address, website URL; the RFP number and name; and a statement of interest.
- b. Complete and submit Attachment A - Proposal Form.
- c. Provide an affirmative statement that Proposer, officers, and affiliates are not excluded or debarred from doing business with any government agency.
- d. Provide an affirmative statement that Proposer, officers, and affiliates are independent of and not related to the Health District or its operations.
- e. Provide an affirmative statement that no conflict of interest exists between Proposer, officers, and affiliates and the Health District or its operations.
- f. Provide a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or of its governing or advisory boards may have in the Proposer or in the Project.
- g. Disclose all litigation, mediation, arbitration, or other alternate dispute resolution procedures involving Proposer, officers, and affiliates in the past five (5) years.
- h. Disclose all complaints filed with any state regulatory bodies or professional organizations against Proposer, officers, and affiliates.
- i. Provide a list of exceptions to any RFP specifications or requirements and the proposed alternatives. The Health District reserves its right to reject any proposed alternative.

#### **2. Project Plan and Approach**

- a. Describe why you are best suited to complete the Project.
- b. Describe your plan and approach for completing the Project.

#### **3. Qualifications and Experience**

- a. Describe your firm's qualifications and relevant experience, capabilities, and the length of time your firm has provided leadership development.
- b. Describe the qualifications and experience of your proposed Project team. Provide relevant work history, experience, and certifications for key team members.

#### **4. List of References**

Provide references for at least four (4) clients, preferably governmental entities, for whom Proposer has provided similar services. Include contact names, addresses, phone numbers and email addresses.

#### **5. Price**

Complete and submit Attachment B - Price Form. Provide your firm's firm-fixed-price and an explanation and breakdown for all proposed services.

### **C. Proposer Representations and Certifications**

1. Proposer has read and understands the RFP documents, makes its proposal in accordance therewith, and agrees with and will abide by this RFP.
2. Proposer has not communicated about this RFP or its proposal with anyone associated with the Health District in any capacity other than the RFP Authorized Contact.
3. Proposer has prepared its proposal independently and without collusion.
4. Proposer shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated, including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.
5. Proposer is registered in the System for Award Management (SAM). Proposer's status will be verified in SAM.
6. Proposer has not been debarred, suspended, or otherwise excluded from doing business with any government agency.

### **D. General Conditions**

#### **1. Interpretation or Correction of RFP (Documents)**

- a. Proposer shall promptly email the Authorized Contact about any identified error or inconsistency in the RFP and/or to request clarification of the RFP by the Deadline to Submit Questions, except as related to addenda issued after that date.
- b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or his designee. Addenda will be posted to [the Health District Public Notices website](#). Proposer shall be responsible for ensuring that its proposal reflects all addenda.

#### **2. Responsive Proposal**

A responsive proposal is one that conforms in all material respects to the RFP. The Health District reserves its right to waive any technicality, irregularity, or informality in determining responsiveness.

3. Responsible Proposer

A responsible proposer is one who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance, and who submits a responsive proposal.

4. Rejection and Cancellation

The Health District reserves its right to reject any proposal that does not conform to the RFP requirements and to reissue or cancel this RFP for any reason or no reason.

5. Modification or Withdrawal of Proposal

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

6. Proposal Costs

The Health District will not reimburse any costs incurred to prepare or submit a proposal.

7. No Guaranteed Contract

This RFP neither creates an offer to contract nor commits the Health District to contract.

8. Limited Contract

The Health District reserves its right to contract for less than the services specified herein.

9. Exclusivity

Nothing in this RFP or any resulting contract precludes the Health District from obtaining services like those specified herein from other sources.

10. Public Records

The Health District is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided to the Health District are presumed to be public records open to inspection and copying by any person. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any proposal marked “confidential” or “proprietary,” or that contains materials so marked, may be returned to Proposer, and not considered for award. The Health District will produce documents provided by any Proposer, even if marked “confidential” or “proprietary,” pursuant to a public records request. The Health District will not be liable for disclosure of any Proposer’s documents or information provided to the Health District.



## SECTION V - EVALUATION & SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves its right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

### A. Evaluation Criteria

Criteria Description	Maximum Score
Project Plan and Approach	30
Qualifications and Experience	30
References	20
Price	20

### B. Clarification, Additional Information, Interviews and Presentations

1. The Health District reserves its right as it deems necessary or appropriate to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves its right to base its decision solely on written proposals, irrespective of any other interactions with Proposers as referenced in paragraph B.1.

### C. Selection

1. The proposal selected for award, if any, will be the one that is most beneficial regarding Proposer's experience, qualifications and capabilities and price, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposer within a reasonable time, the Health District shall formally terminate discussions with the selected Proposer and at its sole discretion begin discussions with another Proposer or cancel and reissue the RFP.
3. Any award/contract will be presented to the Board for consent as required.

## ATTACHMENT A

### Proposal Form

Complete and submit Attachment A. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this Request for Proposals and all related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein for the firm fixed price per Attachment B - Price Form.

Company name:	
Company headquarters address:	
Company website:	
Ownership type (i.e., partnership, corporation):	
Company officers' names, titles, and number of years providing individual and/or team development:	
Number of years in business:	
Number of employees:	
Federal tax ID number:	
Business license number/:	
Sam.gov unique entity identifier (UEI):	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications or requirements?	Yes                      No

Signer acknowledges receipt of addenda issued/posted to [the Health District Public Notices website](#):

Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## ATTACHMENT B

### Price Form

Complete and submit Attachment B signed by Proposer's authorized representative. The Total Firm-Fixed Price shall comprise **all costs** including all out-of-pocket expenses necessary to provide the RFP scope of services.

**Total Firm-Fixed Price**    \$ \_\_\_\_\_

**Explanation & Breakdown:**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_