

# *Leadership Wyoming*

## **REQUEST FOR PROPOSAL Leadership Facilitation**

Services for Leadership Facilitation and Curriculum Coordination

**RESPONSES DUE ON OR BEFORE APRIL 8, 2018**

The point of contact for the administration of this RFP is  
Mandy Fabel, Executive Director of Leadership Wyoming  
(307) 349-6710 or [mandy@leadershipwyoming.org](mailto:mandy@leadershipwyoming.org)

## **1. INTRODUCTION**

Leadership Wyoming (LW) was founded in 1999, and graduated its first class in 2001. Leadership Wyoming is a partnership program of the Wyoming Heritage Foundation (WHF) and the University of Wyoming. The fabric of LW extends throughout all corners of the State, with a total of 712 graduates since its inception. Class members form lasting bonds with each other, with other alums, and with leaders throughout all business, non-profit, and government sectors in Wyoming. This is accomplished through strong sessions led by dynamic and high-quality session facilitators.

The LW program begins in August with a one and one-half day orientation, held in Laramie on the campus of the University of Wyoming. This is followed, typically in September, with a two-day retreat in or near Jackson. Five additional sessions in various parts of the state lead to the graduation celebration held in early May. Additional information on the Leadership Wyoming program can be found at [www.leadershipwyoming.org](http://www.leadershipwyoming.org).

The LW Executive Director and Advisory Board Members wish to enter into a contract with an Independent Contractor Facilitator to include facilitating meetings, group conversations, engaging participants, as well as participating in the creation and coordination of all parts of the curriculum to ensure learning outcomes and assess metrics for programmatic success.

## **2. PROPOSED TIMELINE**

- April 8, 2018—Deadline for proposals
- April 12-17, 2018—Finalist interviews
- April 20, 2018—Notice of award to Independent Contractor Facilitators
- May 1, 2018—Facilitator contractor period begins
- June 1, 2019—Contract review for renewal

## **3. MINIMUM QUALIFICATIONS**

1. Must have a Master's degree or equivalent experience.
2. Minimum of three years of experience teaching, coaching, and facilitating leadership.
3. Must have exposure to Leadership Wyoming or a similar leadership program.
4. Must be available in-person to attend a three-day training in Bozeman, MT on May 15-17, 2018.
5. Must be available in-person for three-day strategy planning session in June 2018, dates and location to be chosen following selection.
6. Must be available in-person for LW Alumni Challenge Institute, June 8-9, 2018 in Torrington, WY
7. Must be available in-person for all sessions in the Leadership Wyoming Class of 2019:
  - a. August 2-4, 2018 in Laramie, WY
  - b. September 13-15, 2018 in Jackson, WY
  - c. October 18-20, 2018 in Gillette, WY
  - d. December 5-7, 2018 in Evanston, WY
  - e. January 10-12, 2019 in Riverton, WY
  - f. February 21-23, 2019 in Cheyenne, WY
  - g. March 21-23, 2019 in Sheridan, WY
  - h. May 3-4, 2019 in Casper, WY

8. Must be able to provide reliable personal transportation and lodging for all Leadership Wyoming commitments.
9. Must have deep desire to support growing leaders in Wyoming and be a contributing partner to the Leadership Wyoming organization.

#### **4. PROPOSAL FORMAT AND CONTENT**

Proposals should contain straightforward, concise information that satisfies the requirements outlined below.

- a. Relevant experiences and qualifications in the form of resume or CV.
- b. Letter of intent addressing strengths, teaching style, and approach to shaping curriculum.
- c. Two (2) letters of reference.
- d. A current writing sample. May be an article, presentation, letter, or any other item demonstrating content delivery and style.

#### **5. SCOPE OF WORK**

review carefully, incomplete applications will not be given consideration.

- a. Facilitators are expected to participate as an advisor to organize, manage, and evaluate the Leadership Wyoming curriculum as requested by the Leadership Wyoming Executive Director. The facilitator, in consultation with the Executive Director will provide consultation as to the strategy and execute the desired plan for the Leadership Wyoming program.
- b. Facilitators are expected to attend all Leadership Wyoming sessions in person for the entire duration and participate in all class activities.
- c. Facilitators are expected to be organized, ready, and well prepared prior to each and every program. Facilitators will stay current on Wyoming events and will work directly with the Executive Director of the program.
- d. Facilitators are expected to read evaluations thoughtfully, consider feedback given from all aspects of the Leadership Wyoming program and adjust presentations based upon feedback received.
- e. Facilitators are expected to engage in on-going professional development and strategy building specific to this program as determined by the Executive Director of the program and/or Leadership Wyoming Board.
- f. Facilitators must provide timely and effective communication with each other, the Executive Director and staff of Leadership Wyoming.
- g. Facilitators will perform other programmatic tasks as assigned by the Executive Director of Leadership Wyoming.

#### **6. TYPE OF CONTRACT**

Leadership Wyoming intends to hire Independent Contractor Facilitators using a fixed-price contract in the range of \$16,000- \$20,000 per facilitator. This relationship is an independent contractor relationship. No facilitator is an employee of the WHF, LW or any other program of the Wyoming Business Alliance. This contract includes all costs associated with the role, including all travel lodging, and facilitation costs. Meals provided to the Leadership Wyoming class members will also be provided to the facilitators at no additional charge. The contract may be billed quarterly, semi-annually, or annually for even disbursement based on the Independent Contractor Facilitator's selected frequency. The option

to renew the contract for the following year's program will be considered by the Executive Director and the Leadership Wyoming Board at the completion of the first year's program and is not automatically renewed.

The Independent Contractor Facilitator shall not be considered an employee, agent or representative of WHF and/or LW, and shall not incur any obligation of any kind on behalf of WHF and/or LW. It is intended that the fees paid under an awarded contract shall constitute earnings from self-employment income. The Independent Contract Facilitator shall assume sole responsibility for and indemnify WHF and/or LW against liability for any debts, liabilities, taxes, duties, fees or fiscal charges that may be incurred by the Independent Contract Facilitator in fulfilling the terms of this Agreement. WHF and/or LW will not withhold any amounts therefrom as U.S. Federal income tax withholdings from wages or as employee contributions under the U.S. Federal Insurance Contributions Act or make employer contributions thereunder with respect thereto. Independent Contract Facilitator shall be solely responsible for the reporting, estimation and payment of all income taxes, fees, and other contributions on or attributable to self-employment income attributable to the fees payable hereunder.

Independent Contractor Facilitator shall not be entitled to any benefits accorded to WHF and/or LW its employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Independent Contract Facilitator shall be responsible for providing unemployment, disability, worker's compensation and other insurance as may be necessary to Independent Contract Facilitator.

## **7. HOW TO SUBMIT**

Please submit your proposal no later than April 8, 2018. Electronic proposals preferred, though physical proposals can be submitted if necessary.

Electronic proposals: [admin@leadershipwyoming.org](mailto:admin@leadershipwyoming.org)

Physical proposals: Leadership Wyoming  
350 Big Horn Road, Ste 300  
Casper, WY 82601

## **8. FURTHER QUESTIONS**

Additional questions may be submitted to Executive Director Mandy Fabel electronically at: [mandy@leadershipwyoming.org](mailto:mandy@leadershipwyoming.org) or via telephone at (307) 349-6710.