

SUCCESSION PLANNING

REQUEST FOR PROPOSALS **SYNOPSIS**

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) is seeking an individual/organization to assist the Board in developing a Succession Plan for the organization's four Director positions (Executive Director, Director of Finance and Administration, Director of Information Technology/Records Management and Director of Program Services & Quality) in order to ensure a successful transition in any of these key positions.

Closing Date: Submit an electronic copy of the proposal in PDF format no later than 3:00 p.m. CST on Friday, December 5, 2014.

Submit To: jprage@plboard.com

Joyce Prage, CPA
Executive Director

To access the RFP or ask questions:

Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Questions may be submitted on the PLB website.

- Go to www.plboard.com
- Click Request for Proposals on the right side of the web page
- To ask a question click [Ask Question](#)
- To review answers click [Review Answers](#)

All phone calls are referred to the website.

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REQUEST FOR PROPOSALS

I. Background

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) was established in 1979 when voters approved a special property tax to fund services for St. Louis County citizens with developmental disabilities. (Developmental disabilities include intellectual disabilities, cerebral palsy, autism, epilepsy and learning disabilities related to brain dysfunction.) The PLB has an annual budget of \$20 million and a staff of thirteen.

The PLB does not provide any services directly. Instead the PLB oversees the distribution of funds to 35 local agencies. These agencies provide residential and employment supports and services to approximately 4,300 individuals.

The PLB consists of nine (9) board members recommended by the St. Louis County Executive and approved by the St. Louis County Council. Our current board members' tenure is:

35 years (1)
10 years (1)
3 years (3)
2 years (1)
1 year (1)
<1 year (2)

An Organizational Chart is attached for your reference.

II. Statement of Purpose

The PLB recognizes that turnover is inevitable. Because of the size of our organization and the critical functions of each of our Director positions, the best way to ensure a smooth and successful transition is to anticipate it and plan for it. The PLB is seeking a succession planning process that is ongoing and can be reviewed and updated as necessary. Due to limited depth within each department it is important to develop existing talent to advance or fill the gap during transition as well as capture critical operational information and procedures in order to maintain the smooth operation of the organization.

III. Scope of Project

- A. Define PLB's short and long term strategic goals. Where is the PLB and where do we want to go?
- B. Define the mutual expectations of the Board and the Executive Director.

C. For each Director position:

- Define the core leadership and management competencies needed to achieve the PLB's short and long term strategic goals.
- Create a competency profile for each Director position.

D. Develop a planned approach for an internal/external search that includes:

- Assessment of interim management or assignment of duties.
- Communications plan.
- Planned approach to a comprehensive search.
- Orientation and transition plan for new hires.

E. Identify and document critical information for each Director position to assure minimal disruption in operations and a smooth transition.

F. Document the transition planning process so that the PLB can periodically review and update the process as needed.

IV. Instructions to Applicants

A. **Proposal Content Requirements:** All proposals must be submitted in the following format and include all of the required information.

1. Applicant Information: On a cover sheet to the proposal, provide the official name, address, phone number, and email address of the applicant, as well as the name of the principal contact person and the name and title of the person authorized to execute the contract.
2. Project Description/Work Plan: Provide a comprehensive work plan and timeline for the project that addresses each of the design criterion outlined in Section III, Scope of Project.
3. Staff Qualifications: Identify the key individuals who will have primary responsibility for the development, implementation and management of this project, and state their relationship to the organization. Include experience with similar engagements, as well as the extent of time to be spent on this project, and job responsibilities.
4. References: Provide a minimum of three references complete with personal contacts, phone numbers and addresses of companies for which the individual/organization has performed similar services. Please include not for profit and governmental entities.
5. Bid: Provide a "not to exceed" bid for the described services and, if applicable, projected expenses by line item.

6. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address, telephone number and email address of the individual(s) with authority to negotiate and contractually bind the individual/organization.
7. Proposal Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the PLB.

Closing Date: **Submit an electronic copy** in PDF format no later than **3 p.m. CST on Friday, December 5, 2014**. All proposals received will be considered in final format.

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Executive Director

V. Review of Proposals

- A. A review team designated by the executive director will evaluate all proposals.
- B. The PLB's Administration Committee may request a meeting with those individuals best representing the needs as described in this RFP.
- C. The PLB's Administration Committee will forward to the full Board a recommendation regarding which proposal should receive the award.
- D. A final decision on this matter is expected to be made no later than **January 12, 2015**.
- E. Proposals will be reviewed by the PLB in accordance with the following weighted criteria:
 1. The proposed approach to the scope of work
 2. The level of experience of the individual(s) identified to work on this project
 3. The individual's/organization's experience with similar projects
 4. The responses from references
 5. The total proposed cost

VI. Conflict of Interest

- A. Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB or PLB-funded agencies. Any perceived or potential conflict of interest must be disclosed in the proposal.

VII. Contractual Agreement

- A. The PLB will issue a contract/letter of agreement with the selected applicant.
- B. The manner and time of payment will be addressed in the contract/letter of agreement.
- C. All individuals assigned to this engagement will be required to sign the PLB's Confidentiality Agreement.

VIII. Rights Reserved to the PLB

- A. The PLB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the PLB will be served.
- B. The PLB must review and approve all materials for use in this project prior to their implementation.
- C. The PLB will have all ownership rights to the products resulting from this project, with the exception of any previously copyrighted materials.

PRODUCTIVE LIVING BOARD ORGANIZATIONAL CHART

