



Rural Community Assistance Corporation
3120 Freeboard Drive, Suite 201
West Sacramento CA 95691
www.rcac.org

REQUEST FOR PROPOSALS

CEO Annual Review Process Facilitation Consultant

Date: August 27, 2024

Scope Summary:

RCAC is seeking a nonprofit board training professional to facilitate a conversation with the RCAC Board of Directors and CEO on the development and documentation of the parameters, process and components of the CEO annual review process to provide a clear and equitable framework.

1. Background

Founded in 1978, Rural Community Assistance Corporation (RCAC) is a 501(c) 3 nonprofit organization headquartered in West Sacramento, California. Our mission is to provide training, technical and financial resources and advocacy so rural and Indigenous communities can achieve their goals and visions. We serve rural and Indigenous underserved communities in 13 western states—Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming—and the western Pacific. All activity is targeted to underserved rural and Indigenous communities with populations of 50,000 or fewer.

RCAC provides a wide range of services for rural and Indigenous communities and community-based organizations. Program areas include affordable housing development, environmental infrastructure development, and community development finance. RCAC also offers leadership and economic development training and technical assistance. With an annual operating budget

of more than \$60 million, and more than 240 employees. RCAC is a significant resource to underserved rural and Indigenous communities throughout the West.

RCAC's Board of Directors consists of no less than nine members and no more than 13 at any given time. Board members must live or work in states within RCAC's service area. Board members must be or represent low-income rural residents and/or have the appropriate technical background in RCAC activities. The board strives to keep the ethnic and gender distribution of its members in balance with the population RCAC serves.

2. Proposal Guidelines

Applications will be accepted until **5:00 PM, Pacific Standard Time (PST,) on Monday, September 30, 2024**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company or consultant submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions may be subject to review by RCAC's attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Purpose and Description

Provide a facilitated process to provide standard, documented procedures for CEO annual evaluation to include measurables and deliverables of performance. The selected consultant will facilitate and document the evaluation process to be delivered by the RCAC's Board of Directors with the CEO.

4. Timeline

RCAC is committed to completing this process prior to the end of the calendar year 2024. The Board will meet in Sacramento, California, November 20-23, 2024, with a schedule TBD. The proposal should indicate the respondents' availability during that timeframe.

5. Scope of Work

The incumbent will provide the following services on behalf of RCAC:

Review of the current CEO evaluation process and tools and facilitation of Board and CEO conversations to develop and document the parameters and scope of the evaluation, tools, solicitation input, evaluation scoring and a methodology for compensation increases moving forward. The final product will be a clearly defined and documented set of procedures that includes:

- Alignment of the purpose of a CEO review
- Identification of audience of respondents
- Clarification of the tools used to measure performance
- Creation of consistent methodology for the evaluation process and for determining RCAC CEO compensation increases
- Annual timeline for completion

6. Response Details

The consultant's response will include their approach to the scope of work, a plan to carry out the scope of work, a clear timeline for completing each deliverable, proposed contract fee with detailed hours, tasks and projected travel costs, resumes with references of key persons, why consultant is the best consultant for the job, and any other information (s)he believes is important to the RFP response. Please include samples of past work.

7. Qualifications

1. Must have strong experience leading, facilitating, and training in the nonprofit sector with particular emphasis on working with nonprofit boards. Must also have human resource expertise, experience in writing policies and procedures and awareness of best practices in nonprofit leadership.

RESPONSES DUE:

Send your proposal electronically by **Friday, September 30, 2024, by 5:00 PM** to:

Cyndi Spencer

Email: Cyndi.spencer@rcac.org

Office: 916/447-2854 x 1030

Cell (best number to call): 916/708-1896

For more information, you may contact Cyndi Spencer and thank you for your interest.