

REQUEST FOR PROPOSALS

Leadership Development Program and Assessment Tools

BestSelf Behavioral Health, Inc.
255 Delaware Avenue
Buffalo, NY 14202

CONTACT PERSON:

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Introduction

BestSelf Behavioral Health, Inc., located at 255 Delaware Ave. Buffalo, NY 14202, is seeking proposals from qualified vendors to provide a comprehensive leadership development program targeting middle management and executive-level positions. The program will incorporate assessment tools, curriculum development, and certification options for internal training purposes. This RFP outlines the requirements and expectations for interested vendors.

About BestSelf Behavioral Health, Inc.

BestSelf provides easy access to a full continuum of person-centered, trauma-informed behavioral health services. BestSelf is the largest community-based behavioral health organization in Western New York and serves over 41,000 children, youth, and adults in over 73 locations.

Scope of Work

A. LEADERSHIP DEVELOPMENT PROGRAM

- Design and development of a comprehensive leadership development curriculum tailored for middle management and executive-level leaders.
- Integration of theoretical and practical leadership concepts, real-world case studies, and interactive activities to engage participants effectively.
- Inclusion of modules covering strategic thinking, communication skills, team management, change management, and other relevant leadership competencies.
- Provision of program materials, presentations, participant guides, and any additional resources necessary for the successful delivery of the training.
- Flexibility for customization based on BestSelf's specific organizational needs and culture.

B. ASSESSMENT TOOLS

- Inclusion of a workplace personality and behavioral assessment tool to provide participants with insights into their behavioral styles and how they impact their leadership approach. (Cost per person or unlimited?).
- Incorporation of a 360-degree assessment tool to gather comprehensive feedback on participants' leadership skills from peers, subordinates, and supervisors. (Cost per person or unlimited?).

C. CERTIFICATION

- Offer a certification program that enables BestSelf's internal trainers to become certified providers of a workplace personality and behavioral assessment tool.
 - Provide comprehensive training materials, guides, and resources for trainers to effectively administer and debrief the assessment results.
 - Ensure that the certification program equips internal trainers with the knowledge and skills required to guide participants through the assessment process and facilitate meaningful discussions.
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Proposal Guidelines

Interested vendors are requested to submit a detailed proposal to Lindsey Rickard LRickard@bestselfwny.org in a word or PDF document by the due date listed in the timeline. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.

Requests for clarification of this RFP must be written and submitted to Lindsey Rickard LRickard@bestselfwny.org prior to the due date listed in the timeline.

PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Overview of the vendor's expertise in leadership development, curriculum design, and assessment tools.
- Proposed approach and methodology for developing the leadership development program, including sample outlines of program modules.
- Description of the workplace personality and behavioral assessment tool(s) and 360-degree assessment tools, along with their benefits and usage.
- Breakdown of costs for each part of the program, including curriculum development, assessment tools, materials, and certification.
- Timeline for the program development, including milestones and deliverables.
- Information about the vendor's certification process, including training materials and support for internal trainers.

PROPOSERS SHOULD INCLUDE THE FOLLOWING DOCUMENTATION IN THEIR PROPOSAL AS ATTACHMENTS:

- Business license
- Budget
- Resumes of key personnel
- MWBE certification (if applicable)

BestSelf Behavioral Health, Inc. reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. The successful proposal will be required to enter into an agreement with BestSelf. A draft contract may be provided upon written request.

Evaluation Criteria

PROPOSALS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA:

- Demonstrated experience and ability in leadership development and assessment tools.
 - Relevance and depth of the proposed curriculum.
 - Cost-effectiveness of the proposed solution.
 - Clarity and feasibility of the proposed timeline.
 - Comprehensive approach to certification and training for internal trainers.
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Eligibility

BestSelf welcomes all proposals from vendors who can provide a comprehensive leadership development program targeting middle management and executive-level positions.

Timeline

DATE	NOTES
Friday, September 1, 2023	RFP released on BestSelf's website
Saturday, September 30, 2023	Applications due via email to Lindsey Rickard