



## Request for Qualifications (RFQ)

**To: Non-Profit & Organizational Assessment Professionals** July 1, 2018  
Specialized Expertise in Program Review & Effectiveness

**From: Tara Kiene**  
Leadership La Plata

**Re: Request for Qualification (RFQ):**

Consulting & Assessment Professionals who can assist the Durango Chamber of Commerce with their Leadership La Plata (LLP) program review and assessment of the Community Leadership Program.

**Due Date: Responses to RFQ are due Friday, July 20, 2018**

Tara Kiene  
[tara@cci-colorado.org](mailto:tara@cci-colorado.org)

The Durango Chamber of Commerce (Durango, CO) is seeking qualified program evaluation professionals to assist with the Leadership La Plata program review. Qualified individuals and/or firms should review the details of this RFQ and submit your letter of interest and qualifications to the Durango Chamber of Commerce designee by the 5 p.m. July 20<sup>th</sup>. Late submissions may be considered at the discretion of the LLP Program Review and Evaluation Workgroup

Program Evaluation consulting professionals for this Chamber project involving LLP will include a scope of work that addresses the following items:

- **Program evaluation** of Leadership La Plata (LLP), a community-based leadership program based in Durango, CO, founded in 1988.
- The **Chamber** Executive Director has appointed an LLP Program Review and Evaluation Workgroup that is coordinating this process. The Workgroup is seeking a program evaluation consultant (individual and/or firm) to develop an outcome-based program evaluation program for Leadership La Plata, including designing and implementing data collection methods and presenting findings to the Chamber Executive Director and the LLP Workgroup.
- The LLP Program Review Workgroup will work with the chosen candidate(s) to develop a Scope of Work, including:
  - Development of dashboard indicators for ongoing quality management

- Predicted Program outputs and outcomes based on the program mission and goals
- Development of data collection methods to support evaluation
- Engagement of program participants and community members in evaluation development
- Direct data collection as appropriate
- Program Evaluation consultant should be available for project work to be completed by December 31, 2018.
- Durango Chamber of Commerce members preferred but membership not required to be considered for the Program Evaluation project.

If your or your firm is interested in responding the Company **Request for Qualification (RFQ)**, please submit the following list of items by **5:00 PM, Friday, July 20, 2018**

1. Name of **Firm** and Address, including telecommunications contact numbers (FAX, phone, e-mail, cell, pager, etc.) Please include principal partners, owners and professional staff. Key subcontractor information can also be included.
2. A **letter** from the principal in charge of the firm, or the professional in charge of the Firm, briefly explaining your interest providing professional services to the Durango Chamber of Commerce. Include a brief **company history** of the firm's experience providing non-profit program reviews and evaluation, including any applicable work the areas of leadership programs or with non-profits or other organizations in SW Colorado.
3. Professional **qualifications** (resumes) of the principal partners, officers and/or professional staff who would likely be involved in this Chamber LLP project, based on the RFQ criteria. Include list of business **credentials**, qualifications and/or professional designations that would be applicable to this type of non-profit advisement and/or community leadership program assessment.
4. A list of three or more **client references**, in which your firm has done or is doing similar or related types of non-profit program review and evaluation work, with preference on client work in SW Colorado and/or similar organizations (community leadership & development). Please provide the name of a contact person who is able to provide a reference of previous work.
5. Brief description or a copy of your firm's policy on **client confidentiality**.
6. A **professional services** 'fee' information sheet from your firm.

7. List of **subcontractors** (if any) that may be used by your firm on this professional services program review & evaluation RFQ.

Please submit your response to the “**Request for Qualification**” on or before **Friday, July 20<sup>th</sup> by 5:00pm**. Late proposals may be considered, at the discretion of the Executive Director of the Chamber and LLP Program Review Workgroup.

You may send your RFQ response electronically to:

Tara Kiene, Durango Chamber of Commerce Board

[tara@cci-colorado.org](mailto:tara@cci-colorado.org)

If you have questions, please contact Tara Kiene at 970-759-9154 or [tara@cci-colorado.org](mailto:tara@cci-colorado.org).

Thanks for your consideration.