



CITY OF COMPTON REQUEST FOR PROPOSALS CITY MANAGER'S OFFICE

COMPLETION OF AN ORGANIZATIONAL ASSESSMENT AND SUBSEQUENT IMPLEMENTATION FRAMEWORK

Date of RFP Opening:

September 18, 2024

The City of Compton, Office of the City Manager is soliciting proposals from qualified consultants to perform an Organizational Development/Behavior Diagnostic Assessment and a subsequent implementation framework for a multi-year transformational change implementation. The consultant(s) will assess the City's current culture, employee experience, leadership needs, readiness for change, strategic alignment, quality of service delivery to citizens, and effectiveness of policies and practices to support cultural objectives and strategic priorities.

Submission Guidelines

At a minimum, the proposal must include the following information to be considered for the engagement. All communications regarding this RFP must include the title page and must contain the below items:

- A cover letter that must be signed by an individual authorized to bind the proposal and must indicate the signer's title. An unsigned proposal will be rejected.
- Point of Contact Information
- Name / Description of Organization
- Proposed consultant or consultant team's experience and education. Identify only individuals who will do the work on this project - by name and title
- Capability statement addressing your ability to perform the indicated Scope of Services
- Statement of Work (SOW) detailing the approach/methodologies of the Scope of Services and the proposed Multi-Year Engagement timeline that your firm proposes to execute
- Charge Rates
- Any requirements that you will need to execute the Scope of Services
- ***See "Detail View" for more information**

Responses must be submitted via mail, or in-person. Mail-in proposals will be received in the office of the City Clerk, City of Compton 205 South Willowbrook Avenue, Compton, California, 90220 until 5:00 p.m. on **October 2, 2024**.

POSTMARKS WILL NOT BE ACCEPTED. All proposals must be clearly marked, "PROPOSAL TO PROVIDE AN ORGANIZATIONAL ASSESSMENT FOR THE OFFICE OF THE CITY MANAGER, FOR THE CITY OF COMPTON – DO NOT OPEN WITH REGULAR MAIL" and shall

be delivered during the business hours of 7:00 a.m. – 6:00 p.m. Monday through Thursday, except holidays, to the City Clerk’s Office. Submit an original and four (4) copies and one (1) digital copy on USB drive of your proposals. Your proposal fee is required to be submitted under separate, sealed cover. All submittals are to be submitted in a sealed envelope bearing the name, address, and telephone number of the individuals or entity submitting the proposal to the attention of: City of Compton, Office of the City Clerk, 205 South Willowbrook Avenue, Compton, CA 90220. All submitted proposals will be reviewed and analyzed by City staff and the proposals which best meets the City’s needs, will be selected for further analysis and negotiation. Selected and non-selected candidates will be notified by **October 16, 2024**, depending on how many proposals are received.

If there are questions, interested parties should submit questions regarding this consultancy to Hector Bernal at hbernal@comptoncity.org by 5:00 PM PT on **September 30, 2024** (Note: the City of Compton will not entertain questions outside of these guidelines).

Parties interested in obtaining a Request for Proposal (RFP) package can obtain a copy by downloading the RFP at www.comptoncity.org/departments/cityclerk/rfps-and-bids or contact the: City of Compton - Office of the City Manager, Attention: Hector Bernal, Special Assistant to the City Manager - 205 South Willowbrook Avenue Compton, CA 90220.

The City of Compton reserves the right to reject any or all proposals submitted. No guarantee is made hereby that any contract will be awarded pursuant to this Request for Proposals, or otherwise. All costs incurred in the preparation of the proposals, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the respondent.

Vernell McDaniel
City of Compton/City Clerk

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