



METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR PROPOSALS (RFP)

**Metro Region EMS Teambuilding & Leadership Development
Course**

DUE DATE:
January 27, 2023

ISSUED BY:
METROPOLITAN EMERGENCY SERVICES BOARD

The Metropolitan Emergency Services Board (MESB) is soliciting proposals from qualified training contractors for a teambuilding and leadership development program for emergency medical services (EMS) personnel. The program should enable participants to utilize proven comprehensive leadership systems and solutions to create strong, sustainable, high-performance, and ethically responsible organizations. The course should apply leadership theories focusing on development and effective organizational solutions which solve difficult challenges.

The MESB is a joint powers board formed for the purpose of overseeing the metro portion of the 9-1-1 system, the metro portion of the Allied Radio Matrix for Emergency Response (ARMER) system and facilitating coordination of EMS in the ten-county Minneapolis/St. Paul metropolitan region.

Additional information about the MESB and Metro Region EMS System may be found at www.mn-mesb.org and www.emsmn.org.

Scope of Work:

The consultant will be responsible to:

1. Provide a self-awareness assessment, such as Insights®, DISC®, or equally similar assesment for each participant.
2. Provide an emotional intelligence assessment for each participant.
3. Provide an 6-8 hour live instructional session bringing together the self-awareness and emotional intelligence tools together with team building exercises.
4. Provide all training course materials for participants.
5. Provide course costs based on a cohort of up to 40 students.
6. Provide timely telephone or email updates with designated staff.

Initial course materials should be able to be presented in either a face-to-face, virtual platform, or a hybrid. This project is grant funded. All work must be completed and invoiced by May 15, 2023.

Submission Requirements:

1. Experience of respondent organization in relation to the development and instruction of a leadership program.
2. Identity and qualifications of the person, or persons, the respondent organization would assign to the project.
3. A description of the respondent organization's plan for course content and delivery.
4. A list of relevant experiences in the last ten years, focusing on leadership development training.
5. A list of three references.
6. Submissions should be no longer than ten pages.
7. Project pricing. Pricing information should be submitted in a separate file from the main proposal.

Selection Process:

The final decision of the selection of the organization to provide leadership development instruction will be made by the Metropolitan Emergency Services Board. The final agreement will be in the form of a written contract between the successful respondent and the MESB.

MESB, at its sole discretion, may pursue services under this request. The MESB reserves the right to select one, some, all, or none of the items outlined in a respondent's pricing submission. The MESB reserves the right to reject any, or all, proposals, and to request additional information from all proposers.

All questions and correspondence should be directed to Jill Rohret, Executive Director, in writing at jrohret@mn-mesb.org or via telephone at (651) 643-8394. Contact with MESB personnel other than Jill Rohret regarding this RFP may be grounds for elimination from the selection process.

Proposals shall be accepted via email only and are due by 4:00 p.m. on Friday, January 27, 2023, delivered to: Jill Rohret, Executive Director, at jrohret@mn-mesb.org. Pricing should be submitted in a separate file from the main proposal.

PUBLIC DATA

Proposals submitted will become a matter of public record. Information supplied by any proposer is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Sections 13.01 et seq.

Public Record: Under Minnesota law, data submitted by a business to a government entity in response to a request for proposal are private or nonpublic until the responses are opened. Once the responses are opened, the name of the proposer becomes public. All other data in a proposer's response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected proposer. After a government entity has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minn. Stat. Section 13.37. A statement by a proposer that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response if such data does not qualify as trade secret data.