



Community Heart & Soul®

— Guided by what matters most —

Town of Grand Lake

REQUEST FOR PROPOSAL Heart & Soul Project Coordinator

Introduction: The Town of Grand Lake has initiated a Request for Proposal (RFP) process to identify a qualified contractor to provide project coordination, volunteer coordination, communication, public relations outreach and administrative services to the Grand Lake Heart and Soul project.

Community Heart & Soul® Background and Objective: Community Heart & Soul is an Orton Foundation approach designed to help small cities and towns succeed by identifying and strengthening those characteristics that matter most to the people who live there. Community Heart & Soul begins with a partnership between local government and residents in a process that casts a wide net of engagement that works to identify and articulate what matters most to residents. In order to make sure that the project continues to move forward in a positive and structured manner, we are looking to retain a contractor to provide project coordination, volunteer coordination, communication, public relations outreach and administrative services to the Grand Lake Heart and Soul project.

Scope of Work: The project coordinator reports directly to the Town Manager, but most direction will come from the core team of volunteers, works with and learns from the local Orton Coaches who are the liaisons to the Orton Foundation, and give updates on the project to the Town of Grand Lake Board. The main tasks of this position include project and volunteer coordination through facilitating the management and completion of projects or tasks. This can be done by the coordinator, or by delegation to capable core team members and their committees. The project coordinator is responsible for the reporting and the management of the budget and all financials. The project coordinator is the lead on public relations and is the liaison with the community at large. **To see the full job description for Grand Lake Heart and Soul Project Coordinator, please see www.townofgrandlake.com**

Budget: \$30,000 total annual budget. To be billed \$2,700 on a monthly basis for a period from start of hire in March and ending December 31, 2019. 975 hours budgeted and delivered based on activities, events, workload calendar with an average of 24 hours per week. The remaining \$3,000 is budgeted for Grand Lake Heart and Soul materials and expenses. Contractor will use all of their own office equipment. Amounts incurred, or expended by the contractor in excess of that sum, will be deemed outside of the contract and the Town of Grand Lake shall have no liability for the expenditures.

Required Knowledge, Skills, and Abilities:

- Strong computer literacy skills to include, but not limited to, email, Microsoft Office, and Google Drive as well as experience with a variety of communication technologies.
- Strong interpersonal and communication skills
- Strong organizational skills
- Demonstrated leadership
- Excellent meeting and project management facilitation skills
- Resident of the greater Grand Lake community is highly preferred

Required Information and Submittals:

1. Resume - including experience, job descriptions, professional training, functional roles, and length of service.
2. Demonstrated in-house capabilities to provide the services outlined in "Scope of Work".
3. Additional information that demonstrates the applicant's qualifications and ability relative to successfully performing the activities under a contract with Grand County.
4. Short-list finalists will be required to provide proof of business insurance coverage.
5. Only applicants who demonstrate the required qualifications and experience for this contract will be considered for an interview.
6. Any proposals submitted after the deadline will be rejected.
7. The Town of Grand Lake reserves the right to reject any or all proposals and to withdraw this RFP at any time.
8. The Town of Grand Lake reserves the right to waive minor irregularities in any proposal and reserves the right to reject any proposal not responsive to, or not in compliance with, the RFP.
9. The Town of Grand Lake shall not be limited in its evaluation criteria and may, in its sole discretion, utilize criteria that the Town deems appropriate. The Town reserves the right to choose the successful proposal upon its sole discretion and without regard to any specific criteria including, but not limited to cost, experience, qualifications and/or competence.

Submission Information: Submittals are due no later than 4:30 pm MST, Monday February 18, 2019 to: Town of Grand Lake, PO Box 99 Grand Lake, CO 80447 or to: glmanager@townofgrandlake.com

Selection Process: Based on responses to this request for proposal, top candidates will be asked to provide a statement of qualifications, resume, references and relevant experience requirements.

Timeline:

RFP posted in Middle Park Times 1/31/19

Award of Contract 2/25/19

Proposals due by 2/18/19

Anticipated Start 3/11/19

Interviews 2/20/19-2/22/19