

HEALTHY WEST CHICAGO PROGRAM DIRECTOR

REQUEST FOR QUALIFICATIONS

GENERAL INFORMATION

West Chicago, located in northeastern Illinois, approximately 30 miles west of Chicago, is a diverse, family-oriented community with a rich cultural mix and a proud heritage. It is the first Illinois community established by the railroads and continues to be a convenient transportation hub served by three major rail lines, Illinois' third-busiest airport and three State highways. The population of 27,086 has nearly tripled since the 1970s based upon the results of the census conducted in 2010.

BACKGROUND

This Request for Qualifications (RFQ) is initiated at the request of a core group of key community leaders who have joined together to promote a healthier West Chicago through an Advisory Board under the fiscal agent of People Made Visible, Inc., a West Chicago 501(c)(3) nonprofit organization. The primary and initial focus of the Director is to successfully implement and measure the Healthy West Chicago Community Project (HWC) Action Plan to motivate children and families to adopt healthier lifestyles through healthier choices. In addition, the director will grow HWC by the integration of existing community health programs under the HWC umbrella to organize and ensure sustainability. A concurrent focus of the Director is to generate support for HWC's mission through comprehensive fundraising and advocacy efforts.

The Director directs HWC programs, measures impact, and assures strong relationships with residents and other key stakeholders on behalf of HWC. This position will apply rigor to the growth of West Chicago's community health initiatives, engage internal and external partners in collaborative interventions and programming and ensure compliance with relevant law and policy. The Director will report to the Advisory Board to ensure alignment of community health initiatives with identified community health needs and provide support for health activities at local schools, health systems and by community organizations.

SCOPE OF REQUIRED SERVICES

At a minimum, the Director will be contracted for a one (1) year renewable period, depending on continued funding, with a current Year One budget of \$140,000 to accomplish the following deliverables:

Program Management:

- Implements action plan strategies through programs and community events relevant to HWC's goals and objectives; committee, staff and volunteer management
- Develops a formal evaluation plan
- Prepares quarterly reports to funders, fiscal agent and Advisory Board, including collection of all relevant data
- Manages a Budget

Marketing and Communications:

- Develops and manages communications plan
- Manages communication tools

Fundraising and Development:

- Develops HWC Fundraising Plan including donor cultivation in coordination with all Healthy West Chicago partners
- Performs relevant grant writing and grant management
- Plans and executes fundraising events

Engagement:

- Develops recruitment and retention strategies and maintains an integrated contact database consisting of existing and targeted partners to best achieve engagement, communication and programmatic goals
- Manages and cultivates new and existing partnerships

Advocacy and Outreach:

- Develops and maintains a positive working relationship with elected officials and community leaders
- Promotes education and awareness of HWC
- Represents HWC to the community and key stakeholders
- Acts as spokesperson to elected officials and other community groups
- Presents at local events and meetings of local taxing bodies

Operations:

- Attends monthly Advisory Board meetings and facilitates and attends appropriate coalition and small group partner meetings as appropriate
- Takes direction from the Advisory Board
- Updates the Advisory Board and Coalition on the status of the Plan goals/objectives and other related initiatives

INDEMNIFICATION

The Director shall indemnify, defend and hold harmless People Made Visible, Inc. its officers, agents, employees, representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of any act or omission, neglect or misconduct of said contractor, its officers, agents, and/or employees arising out of, or in the performance of any of the provisions of the contract, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, People Made Visible, Inc. its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The director shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. Director agrees to comply with all laws, ordinances, and rules of the City of West Chicago and the State of Illinois. People Made Visible, Inc. reserves the right to reject any or all proposals, waive formalities, and select the Director, at the recommendation of the Advisory Board, that best meets the needs of the Advisory Board and its employees. People Made Visible, Inc. reserves the right to select and terminate any Director as deemed necessary based on the needs of the Advisory Board and its employees. People Made Visible, Inc. reserves the right to request additional information during the evaluation period.

INSURANCE REQUIREMENTS

The Director shall provide People Made Visible, Inc. with an original Certificate of Insurance for the term of this Agreement for General Liability Insurance: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence.

Policy is to contain: People Made Visible, its officials, employees, agents and volunteers covered as additional insured's as respects; liability arising out of Director's work including activities performed by or on behalf of director. The coverage shall contain no special limitations on the scope of protection afforded to People Made Visible, its officials, employees, agents and volunteers. The Director's coverage shall be primary as respects People Made Visible, its officials, agents, employees and volunteers. The Certificate shall also list People Made Visible as loss payee with People Made Visible named as cancellation notice recipient.

The Director shall also provide Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident should director have any employees.

RFQ AMENDMENTS

The Advisory Board reserves the right to amend this RFQ any time prior to the closing date.

DEADLINE AND PROCEDURES FOR SUBMITTING QUALIFICATIONS

1. Inquiries from Respondents. Please use the contact information below for questions concerning this RFQ. All questions must be submitted in writing to People Made Visible:

peoplesmadevisible@gmail.com or
108 Sherman, West Chicago, IL 60185

2. Costs Incurred in Responding. All costs, directly or indirectly related to the preparation of a proposal, including any oral presentations required to supplement and/or clarify a proposal, shall be the sole responsibility of the director.
3. Deadline. Qualifications must be received by the RFQ Committee (addressed as shown) no later than 4:00 p.m. on January 15, 2016. Late quotations/qualifications will not be considered. People Made Visible shall not be responsible for any delays in the delivery, receipt or handling of quotations/qualifications.

4. Procedures for Submitting Qualifications.

Respondent must submit one (1) set of originals in hardcopy format and one (1) electronic copy, in .pdf format to: peoplesmadevisible@gmail.com. The original documents must clearly be marked, and must bear the original signature of the applicant. Respondent must enclose all documents in a sealed envelope or box. Qualifications submitted via facsimile or electronic mail will not be accepted.

5. Confidentiality. To the extent allowed by applicable law, the respondent may designate as confidential those portions of the quotation/qualifications that contain trade secrets or other proprietary data that must remain confidential.

PROPOSAL FORMAT

Overview of Required Sections

1. Cover Letter. The cover letter should contain the name of the proposing Director and appropriate contact information.

2. Scope of Required Services. Explain the respondent's approach to accomplishing the services described in the Scope of Services section. Include a description of the proposed methodology and project management for each service and a proposed use of budget.
3. References. List a minimum of three references with examples of similar initiatives provided for review. Provide a contact person and telephone number for each reference.