

Request for Bids (RFB) Leadership 360 Assessment Services

1. Overview

About Career Path Services

Career Path Services is an equity centered, workforce development and human services non-profit corporation headquartered in Spokane, conducting business in Washington State since 1971. We disrupt the drivers of poverty through equitable access to economic opportunity and financial stability, guided by our purpose of breaking the spirit of poverty through the dignity of work.

Required Services

Career Path Services seeks bids from qualified vendors to provide comprehensive 360-degree assessment services for our senior leadership team. The selected vendor will conduct assessments for six (6) senior leaders, including:

- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Four (4) Vice Presidents

The total budget for this project shall not exceed \$65,000. Bidders should provide detailed cost breakdowns and demonstrate value for investment in their proposals.

2. Scope of Services

Assessment Requirements

- Conduct 360-degree assessments for six senior leaders
- Incorporate existing KOLBE Assessment results into development planning
- Provide individual debrief sessions and development planning
- Deliver written assessment reports with actionable insights

Deliverables

Individual 360-degree assessment reports for each leader, including:

- Detailed feedback analysis
- Strengths and development opportunities
- Specific action recommendations

Individual development plans that:

- Integrate KOLBE Assessment insights
- Provide concrete development activities
- Include progress measurement metrics

Comprehensive organizational themes report highlighting:

- Common leadership strengths

- Shared development opportunities
- Recommendations for team development

Implementation tools and templates for ongoing development tracking

Project Timeline and Implementation

This RFB is being released concurrently with a related RFB for Organizational Assessment & Succession Planning Services. Organizations may submit bids for either or both opportunities.

Implementation Window: April 2025 - March 31, 2026

For single-service bids:

- Provide detailed project timeline within the implementation window
- Include key milestones and deliverables
- Specify duration of each project phase
- Outline resource allocation plan

For dual-service bids:

- Indicate sequential or concurrent implementation approach
- Demonstrate operational efficiencies and cost savings
- Provide integrated timeline for both services
- Explain how service quality will be maintained
- Include separate cost breakdowns for each service

All deliverables for either single or dual-service implementation must be completed no later than March 31, 2026.

Service Delivery

Services will include a combination of virtual and in-person meetings. In-person meetings will be conducted in Spokane, WA. Specific location details will be provided upon the contract award.

3. Required Bid Elements

Company Information

- Brief organizational overview
- Two client references for similar 360 assessment projects
- Experience in integrating multiple assessment tools

Service Description

Detailed 360 assessment methodology and tools

- Specific approach to integrating KOLBE results
- Development planning process and support
- Sample reports and development plan templates

- Proposed timeline with clear milestones

Detailed cost breakdown including:

- Cost per assessment
- Development planning sessions
- Report preparation
- Implementation support
- Proposed payment schedule

Confidentiality and Data Security

- Maintain strict confidentiality of all assessment results and organizational information
- Use secure, encrypted platforms for data collection, methods for delivering individual results, and storage hosted on US-based servers
- Implement appropriate access controls for assessment data and reports
- Return or securely destroy all confidential information upon project completion

4. Selection Process

Timeline

- Bid Release: Week of February 24, 2025
- Letter of Intent to Bid due March 5, 2025
- Questions accepted until: March 10, 2025, 12:00 PM PST
- Bids Due: March 20, 2025, 5:00 PM PST

Selection Criteria

Career Path Services will evaluate bids using the following scoring matrix:

Technical Approach and Methodology: 35%

- Assessment tools and methodology
- KOLBE integration approach
- Quality of development planning process

Experience and Qualifications: 25%

- Relevant past performance
- Industry expertise
- Quality of references

Cost Proposal: 25%

- Overall cost
- Value for investment
- Cost clarity and justification

Project Management: 15%

- Timeline and milestones

- Communication approach
- Resource allocation

Career Path Services will award the contract based on the highest scoring bid that represents the best value to the organization.

5. Terms and Conditions

Rights Reserved

Career Path Services reserves the right to:

- Reject any or all bids received
- Not award a contract for any reason
- Negotiate with any qualified bidder
- Award a contract to more than one bidder
- Award only a portion of the scope of work
- Cancel or modify this RFB at any time
- Waive or modify any informalities, irregularities, or inconsistencies in the bids received
- Request clarification or additional information from bidders

Cost of Preparing Bid

Costs of developing the bid are solely the responsibility of the bidder. Career Path Services shall provide no reimbursement for such costs. Any costs associated with any oral presentations shall be the responsibility of the bidder and shall in no way be billable to Career Path Services.

Federal Compliance Notice

Career Path Services complies with 2 CFR 200.214 procurement standards for possible suspension or debarment of vendors who may receive federal funds. All prospective vendors will be vetted through SAM.gov and ofac.treasury.gov to determine their status for consideration of this contract. Any prospective vendor who is currently suspended or debarred from receiving federal funds cannot be considered and the application process will end.

Stevens Amendment Notice

This project is supported by federal funds. In accordance with Public Law 100-463, Section 8136, upon award of contract, any publications, presentations, or other public communications related to this project must include appropriate acknowledgment of federal funding support. Up to 95% of this project may be federally funded, with the remainder funded through non-governmental sources. Specific dollar amounts and final percentages will be determined upon a contract award and must be included in all required notices.

Submission Instructions

All bids must be submitted electronically to info@careerpathservices.org

Email Requirements:

- Subject line must include: "RFB - [Title of Project] - [Company Name]"
- All attachments must be in PDF format
- Maximum email size including attachments: 25MB
- Multiple emails may be sent, if necessary, with clear labeling (e.g., 1 of 3, 2 of 3, etc.)

Submission Requirements:

- All required bid elements must be included and clearly labeled
- Include a table of contents
- Number all pages sequentially
- Include authorized signature page
- Submit any proprietary or confidential information in a separate, clearly marked file

Questions and Communication:

- All questions must be submitted via email to info@careerpathservices.org
- Questions will be answered within two business days
- Responses will be shared via email with all bidders who have submitted letter of interest
- Questions will not be accepted after March 10, 2025, 12:00 PM
- Include RFB title in all communication subject lines

Late submissions will not be accepted. Career Path Services is not responsible for technical issues that may prevent timely submission. Bidders are encouraged to submit well in advance of the deadline to avoid any potential delays.

Career Path Services is an equal opportunity employer. Auxiliary aids and services are available upon request to persons of disability. TTY relay 1-800-833-6388