



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: August 25, 2021

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Lisa Burnham, Controller
Sarah Ames, Assistant to the City Manager
Emily Frontera, Purchasing Manager

Subject: Award Standard Purchasing Resolution 8 – Best Value Award – Retreat Facilitator
(Introduced by Robert J. Bruner, Assistant City Manager)

Background

- Previously, City Council and City Staff developed a list of “strategies” each year which identified objectives for the coming fiscal year.
- The last strategy development meeting was held in February 2020. However, the global pandemic began shortly thereafter and no new strategies were formally adopted in 2020.
- City Council held special meetings in November 2020 to discuss budget priorities for the coming fiscal year. Considering priorities in November rather than February gives City staff more time to incorporate those priorities into the proposed budget.
- In June, City Management announced a new event was being planned on Saturday, November 13, 2021 and asked City Council and City staff to save the date.
- There are clear advantages to having an outside facilitator help organize and lead the new event so City staff prepared a Request for Proposals (RFP) document for retreat facilitator services.

Purchasing

- July 9, 2021 a Request for Proposal was issued and posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info.
- Three hundred thirty-three firms were notified of this bid opportunity.
- July 29, 2021, a bid opening was conducted and Proposals were received as required by City Charter and Code for Medical Services. Below is a summary of potential firms:

Companies notified via MITN	333
Troy Companies notified via MITN	8
Troy Companies - Active email Notification	8
Troy Companies - Active Free	0
Companies that viewed the bid	9
Troy Companies that viewed the bid	0

MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying** members are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.



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Purchasing (continued)

- One (1) Proposal response was received as detailed:
The Leadership Group LLC Walled Lake, MI
- *The Leadership Group LLC of Walled Lake, MI* understands the Scope of Services and Deliverables, and has the qualifications and experience to provide the services as required and is therefore in the best interest of the City being recommended. The proposal response from *The Leadership Group* is attached to this memo.

Financial

Funds are available in the General Fund – City Manager's Department for the 2022 fiscal year.

Recommendation

City management recommends, that in the best interest of the City, to award a contract to The Leadership Group LLC for Retreat Facilitator Services as detailed in the attached proposal and bid tabulation for a not to exceed amount of \$20,250.



Project Proposal

City of Troy, MI

RFP-COT 21-45 Retreat Facilitator

Submitted to:

City of Troy Purchasing Department
500 W. Big Beaver Rd.
Troy, MI 48084
July 29, 2021

Submitted by:



Consultants:

W. Stallworth, L. Jeffries, J. Reyes

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Proposal Requirements

1. **Project Understanding and Approach:** The City of Troy seeks professional resources to design, facilitate and execute a planning project. Participants will include the City Manager’s Office (serving as the Project Team), Leadership Team and City Council. The facilitator will use existing data, documents, and reports to inform the design of the project and the planning retreat. The Leadership Group LLC (TLG) will develop a project workplan and detailed schedule to monitor and track activities to ensure quality deliverables are on time and within the approved budget. Our approach to delivering the services above includes the following phases of activities:
 - **Organization and Task Performance:** TLG will utilize its project management expertise to organize and track the activities for each phase of the project. Based on preliminary discussions with the Project Team, TLG will draft a detailed project plan that includes major milestones, supporting activities, start and end dates, primary responsibilities, resources needed and progress status. Each activity will be tracked against the workplan to identify emerging barriers and challenges to success. Proactive and timely discussions will be held with the Project Team concerning threats to any milestone. Agreement on contingencies or necessary adjustments will be made to keep the project on track without jeopardizing quality. We see the proposed project schedule and high-level tasks to be completed in this project as (known dates are included):

Target Date	Task
By 9/6/21	1. Meet with City Mgmt. to confirm scope, workplan/timeline, and deliverables
By 10/1/21	2. Review existing documents, reports and planning data as input to the process.
By 10/31/21	3. Work with Project Team to develop agendas and inventory of General Fund Programs. Facilitate and document project meeting results (2)
11/8/21	4. Meet with City Council to identify of goals and objectives
10/29/21	5. Finalize retreat agenda, develop materials (homework), distribute to participants
11/13/21	6. Facilitate retreat discussions of goals and objectives. Capture and document results
By 11/20/21	7. Create project summary report, including strategic plan document
By 11/30/21	8. Review draft project report with Project Team.
December	9. Present Final report and plan document (goals and objectives) to City Council

Ongoing	10. Communicate and provide periodic status reports to Leadership Team/City Mgmt.
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- **Resources for Task Completion:** We plan to use existing inputs that provide understanding of the current planning environment. In addition to the inputs specified in the RFP (2020-2024 Parks & Recreation Master Plan, Capital Improvements Plan, Resident Survey Results and Budget), it would be helpful to also review the strategies and status updates of the last 2019 Strategies. Additionally, any existing data gathered during recent studies (ex: the Resident Engagement and Diversity, Equity, and Inclusion Study and the Business Plan) would bring more understanding of the current operating climate. As needed, TLG can access scholarly materials that benchmark similar municipalities for high level trends and environmental factors to consider.
- **Information Technology:** We recommend using a shared online portal (ex: Google Docs, SharePoint) for project documents to enhance the communication between TLG and the Project Team. We find the ease of storage and retrieval of project documents, agendas, tools, and notes enhances the efficiency and version control of pertinent information. Shared portals are only used for the duration of the project and TLG relinquishes access upon delivery of the final project report. Also, we are skilled in facilitating onsite and virtual meeting environments (Zoom, MS Teams, etc.) which proves valuable when alternative meeting venues are warranted.
- **Critical Milestones:** By using the Project Team approved workplan described earlier, we will monitor and track not only major milestones, but also the individual action steps that support completion of the major milestones. We work closely with our clients to anticipate, address, and resolve potential issues to avoid project derailment. We find the following items help clarify accountabilities for TLG and for the Project Team.

Project Team will:

- Identify an internal person to support scheduling of meetings, arranging for the facilities to be used for the meetings and sending/emailing invitations and receiving responses.
- If in-person meetings become safe, provide, or arrange for a location and all refreshments and materials (markers, easels, easel paper, audio-visual equipment, electrical cords, etc.) required for sessions and meetings.

TLG will:

- Duplicate and assemble all participant materials required for the sessions and meetings.
- Conduct meetings in a professional manner, bringing TLG experience to the project.

- Function as an independent contractor under this Proposal.

Project Team and TLG are jointly responsible to:

- Alert each other of anything learned that may materially affect project success.
 - Respect each other's confidentiality and proprietary materials and approaches.
 - Achieve reasonable accommodation for conflicts, unforeseen events, and other priorities.
 - Work together to develop a mutually convenient schedule of activities or meetings.
 - Follow pandemic safety requirements.
- **Addressing Contingencies:** TLG addresses contingencies by building intermediate milestones into our project schedule. Skilled in scenario planning, we identify and document task dependencies that may negatively impact task completion. By recognizing potential threats, we prepare by building in checkpoints and alternative approaches that can be easily implemented if necessary.
 - **Managing Project Schedule:** Frequent review of the work plan and timeline is needed to maintain the project schedule. TLG includes this review in all project meeting agendas, sessions, and retreats. Even at a high level, review with the project participants provides a sense of accomplishment for items completed and clarity about the next steps, deliverables, and outcomes. This review keeps everyone focused on the same priorities and aware of the project status.
 - **Ensuring Quality Control:** Organizational planning is strengthened by balanced participation and consideration of diverse perspectives. TLG facilitates quality decision making by promoting inclusive processes, reaching consensus among participants about group discussion agreements and behavioral norms. These agreements guide interaction and bracket personal agendas by focusing on accomplishing the shared project goal. We use various techniques like individual reflection, silent starts, brainstorming, polling, breakout group discussions and case studies to engage participants in the open, honest, and candid dialog necessary to plan for the future. To gauge how well participants experience our facilitation methodologies, we provide a short anonymous participant evaluation (paper or online) to gain feedback on what worked, what could have been better, and any overall comments participants would like to share. We summarize the feedback (protecting confidentiality) and share it with the client as an opportunity for joint learning and development.

Agency	Scope of Work
<p>Former Contract Manager for DRD in 2003(Jose Reyes, Principal for Prism Solutions 2001-2011) Scott Brinkman Director of Development & Special Projects 313-224-6380 sbrinkma@detroitmi.gov</p>	<p>In preparation for City of Detroit’s five-year Michigan-DNR grant renewal, Jose Reyes/ Prism Solutions were retained by DRD. Jose led the customer/stakeholder engagement as well as the inventory of program, services, and physical assets as a means to assist in the development of the City’s master plan.</p> <p>The project scope was extended to include a peer municipality study to determine best practice in facility accessibility and management of the 33recreation center under the auspices of DRD at the time. Apr-Dec 2003</p>
<p>Wayne County Airport Authority (Jose Reyes on behalf of Compass Strategies) Bryant W. Holt, C.M., Chief Development Officer Michael Berry Administration Building (734) 942-3745</p>	<p>With over 600 million dollars in construction related contracting opportunities and an ever-shrinking pool of qualified vendors, Compass Strategies engaged Jose Reyes as project lead consultant to assist WCAA with developing and implementing an outreach and recruitment program. The goal of the initiative was to increase diversity and inclusion among Minority and Small Business Enterprises (MBE & SBE) in the capital development vendor pool in Southeastern Michigan.</p>
<p>OneMacomb (Macomb County) (Lynda Jeffries) Pam Lavers (former Deputy County Executive) 586-291-6370 Pjlavers@comcast.net</p>	<p>Data gathering through stakeholder interviews and community focus groups to guide facilitation of the OneMacomb DEI Steering Committee and Planning Project (2017). Outcomes included development of community partners forum operating agreements and action plans on time and within budget. https://people.macombgov.org/People-Home</p>

<p>Detroit Public Library (Lynda Jeffries, Wanda Stallworth) JoAnne Mondowney, Director (313)833-3997 jmondowney@detroitpubliclibrary.org</p>	<p>Facilitation of a Planning Committee to deploy a System wide online organizational assessment, Executive Staff and Library Commission interviews followed by staff training on emotional intelligence and unconscious bias (2017-2018). TLG designed a Strategic Planning Retreat where the Commission and Executive Staff developed goals, objectives for the next 3 years. Outcomes include strategic planning and action plans for sustainability. This project was completed as scheduled and within the approved budget (2018-2019).</p>
<p>The Senior Alliance, Area Agency on Aging 1C (Lynda Jeffries, Wanda Stallworth) Tamera Kiger, Chief Executive Officer (734) 727-2014 TKiger@thesenioralliance.org</p>	<p>Develop a multi-year strategic plan. The process revisited the organization's mission, vision, values, and their major strategic issues. Goals, objectives, and actions steps were documented using TLG's Action Planning Template® used for tracking and monitoring implementation of the plan (October 2019-March 2020). TLG was subsequently engaged in deploying a systemwide DEI survey to inform customization of training modules in TLG's Awareness to Action® model focused on emotional intelligence, unconscious bias, promoting civil discourse and problem solving and accountability. (January – June 2021)</p>

2. Staffing Proposal: The key personnel responsible for leading and staffing each phase of the project includes a group of experienced consultants with expertise in facilitating diverse groups: Wanda Stallworth, Lynda Jeffries, Ph.D., and Jose Reyes. Wanda Stallworth will serve as the lead consultant and provide monitoring, tracking, client communications and resource allocation to ensure the project completes on time and within budget. In addition, as Lead Consultant, she is authorized to represent TLG in any correspondence, negotiations, and sign any contract that may result and serve as the project manager.

All TLG consultants will share in the planning, gathering and analysis of data, facilitation of meetings and convenings, developing documents and written reports and presentations of findings. This entire core team is located in southeast tri-county Michigan.

TLG consultants, in conjunction with current projects, will devote adequate time and resources to ensure project deliverables arrive on-time and within budget.

TLG consultants for this project each have extensive experience working with other consulting firms. Also, the fact that TLG has continued for 24 years as a collaborative organization of many consultants frequently working as a team on a project demonstrates that working well with other consultants is part of our nature.

COVID-19 Issues:

TLG prefers in-person courses since these are more effective in opening dialog. However, due to COVID19, TLG has conducted effective virtual meetings and engagements.

TLG is concerned about the safety of its consultants and the course participants. TLG will follow all COVID-19 restrictions required by the State of Michigan or recommended by the U.S. Center for Disease Control. In any in-person meetings, TLG will expect participants also to follow these restrictions/recommendations.

A complete resume for each TLG Consultant is included in Attachments. Visit our website at theleadershipgroup.com

3. **Similar Project Experience and References:** TLG is a team of experienced business executives who have a passion for leadership development and capacity building. We take pride in our 24-year history of bringing our expertise and team approach to provide customized client-focused consulting services. Our services include diversity/equity/inclusion, group facilitation, leadership development, executive coaching, succession planning, board development, nonprofit management, strategic planning, culture assessment fund development, mergers/acquisitions, community development, work force development and human resources management. In our engagements, we strive to model techniques to equip our clients to sustain the development and progress ongoing.

We customize our planning approaches and methodology to meet the unique needs of our clients. Our services include organizational assessments and audits based on surveys, focus groups and/or individual interviews. Our analysis and interpretation of primary data we gather and secondary data from organizational documents, benchmark studies and literature reviews help identify strategic issues and inform the development of measurable goals and objectives for action. We offer the following references for our planning work:

Former Contract Manager for DRD in 2003(Jose
Reyes, Principal for Prism Solutions 2001-2011)
Scott Brinkman
Director of Development & Special Projects
313-224-6380
sbrinkma@detroitmi.gov

In preparation for City of Detroit's five-year Michigan-DNR grant renewal, Jose Reyes/ Prism Solutions were retained by DRD. Jose led the customer/stakeholder engagement as well as the

inventory of program, services, and physical assets as a means to assist in the development of the City's master plan.

The project scope was extended to include a peer municipality study to determine best practice in facility accessibility and management of the 33recreation center under the auspices of DRD at the time.

Wayne County Airport Authority (Jose Reyes on behalf of Compass Strategies)

Bryant W. Holt, C.M., Chief Development Officer

Michael Berry Administration Building

(734) 942-3745

With over 600 million dollars in construction related contracting opportunities and an ever-shrinking pool of qualified vendors, Compass Strategies engaged Jose Reyes as project lead consultant to assist WCAA with developing and implementing an outreach and recruitment program. The goal of the initiative was to increase diversity and inclusion among Minority and Small Business Enterprises (MBE & SBE) in the capital development vendor pool in Southeastern Michigan.

OneMacomb (Macomb County) (Lynda Jeffries)

Pam Lavers (former Deputy County Executive)

586-291-6370 Pjlavers@comcast.net

Data gathering through stakeholder interviews and community focus groups to guide facilitation of the OneMacomb DEI Steering Committee and Planning Project (2017). Outcomes included development of community partners forum operating agreements and action plans on time and within budget. <https://people.macombgov.org/People-Home>

Detroit Public Library (Lynda Jeffries, Wanda Stallworth)

JoAnne Mondowney, Director

(313)833-3997 jmondowney@detroitpubliclibrary.org

Facilitation of a Planning Committee to deploy a System wide online organizational assessment, Executive Staff and Library Commission interviews followed by staff training on emotional intelligence and unconscious bias (2017-2018). TLG designed a Strategic Planning Retreat where the Commission and Executive Staff developed goals, objectives for the next 3 years. Outcomes include strategic planning and action plans for sustainability. This project was completed as scheduled and within the approved budget (2018-2019).

The Senior Alliance, Area Agency on Aging 1C (Lynda Jeffries, Wanda Stallworth)

Tamera Kiger, Chief Executive Officer

(734) 727-2014 TKiger@thesenioralliance.org

Develop a multi-year strategic plan. The process revisited the organization's mission, vision, values, and their major strategic issues. Goals, objectives, and actions steps were documented using TLG's Action Planning Template[®] used for tracking and monitoring implementation of the plan (October 2019-March 2020). TLG was subsequently engaged in deploying a system-wide DEI survey to inform customization of training modules in TLG's

Awareness to Action® model focused on emotional intelligence, unconscious bias, promoting civil discourse and problem solving and accountability. (January – June 2021)

4. Fee Proposal

Based on our best practice experience, TLG proposes the following conservative estimate of the hours and associated costs to successfully conduct the various activities of the project. TLG's total cost for all services performed under this proposal shall not exceed \$20,250 dollars without the prior written authorization of the City Mgmt. TLG will submit four monthly invoices of \$5,062.50. All such invoices shall state the basis for the amount invoiced, including services completed and the number of hours spent. Below is the not-to-exceed fee proposal.

Tasks/Services	Key Personnel Hours *	Hourly Rate	Pricing
1. Meet with City Mgmt. to confirm scope, workplan/timeline, and deliverables	3	\$225	\$675
2. Review existing documents, reports and planning data as input to the process.	6	\$225	\$1350
3. Work with Project Team to develop agendas and inventory of General Fund Programs. Facilitate and document project meeting results.	18	\$225	\$4050
4. Meet with City Council to identify goals and objectives.	12	\$225	\$2700
5. Finalize retreat agenda, develop materials (homework), distribute to participants	6	\$225	\$1350
6. Facilitate retreat discussions of goals and objectives. Capture and document results	24	\$225	\$5400
7. Create project summary report, including strategic plan document	6	\$225	\$1350
8. Review draft project report with Project Team/City Mgmt.	3	\$225	\$675
9. Present Final report and plan document (goals and objectives) to City Council	3	\$225	\$675
10. Communicate and provide periodic status reports to Leadership Team/City Mgmt.	9	\$225	\$2025
Total Cost	90	\$225	\$20250

* TLG Consultants: Wanda Stallworth, Lynda Jeffries, and Jose Reyes (hourly rates are the same)

COMPANY NAME: The Leadership Group LLC



Request for Proposal Retreat Facilitators

Page 1 of 1

PRICING

Proposal shall describe service by task, type of service and personnel. Detail the cost on the pricing form below. Pricing shall be all inclusive unless indicated otherwise below.

Clearly define any/all applicable relative direct and indirect costs.

Prices submitted shall remain Firm for 60 days or bid award whichever comes first except for the successful proposer whose prices shall remain firm for the entire contract period.

Description	# of hours	Pricing
Key Personnel for proposed services	90	\$ 20,250
Fee Proposal for Professional Services proposed		\$
Additional Expenses		\$
Total Cost		\$ 20,250

Monthly Payment Proposal

\$5,062.50

Identify how travel time is handled and invoiced; *if applicable*.

Reimbursable Expenses and Mark up; if any

\$ _____ FIRM

NAME: The Leadership Group LLC

SIGNATURE/DATE: Wm Hallworth 7.28.2021



Request for Proposal
Retreat Facilitators
Page 1 of 1

SIGNATURE PAGE

PRICES

Prices quoted shall remain Firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain Firm from date of award through successful completion of all specified requirements of this contract.

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE: _____

Wanda M. Stallworth

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

FIRM: The Leadership Group LLC _____

ADDRESS: 995 N. Pontiac Trail CITY Walled Lake STATE MI ZIP 48390
Suite # 1116

TELEPHONE NUMBER (517)803-8730 FAX NUMBER () _____

REPRESENTATIVE'S NAME: Wanda M. Stallworth _____

(Print)

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE: _____

Wanda M. Stallworth

TERMS: _____ EMAIL: _____

COMPLETION: AS SPECIFIED IN RFP REQUIREMENTS.

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below.

The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

ACKNOWLEDGEMENT: I, Wanda M. Stallworth _____, certify that I have read the **Instructions to Proposers** (4 Pages) and that the proposal documents contained herein were

obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE: Wendy M. Bellwinkle

IMPORTANT: All City of Troy purchases require a **MATERIAL SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA** "Right to Know" Law.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: PRICES QUOTED SHALL BE IN U.S. CURRENCY.

G: RFP-COT 21-45 – Retreat Facilitators



CITY OF TROY
INDEMNIFICATION (Hold Harmless) CLAUSE

To the fullest extent permitted by law,

The Leadership Group LLC. agrees to defend, pay on
(Name of Contractor / Organization)

behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract/agreement.

The Leadership Group LLC

Contract / Agreement

Wendy M. Allworth 7-28-2021
Contractor/Organization representative signature/date

Witness

City of Troy representative signature/date

Witness



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

The Leadership Group LLC

A **corporation** duly organized and doing business under the laws of the State of Michigan for whom Wanda M. Stallworth, bearing the office title of Senior Consultant, whose signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

Wanda M Stallworth

Lynda Jefferies

Jose Reyes

The mailing address for TLG Consultants:

The Leadership Group LLC

995 N. Pontiac Trail

Suite 1116

Walled Lake, MI 48390

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

Wanda M. Stallworth

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL: Wanda M. Stallworth



**CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT**

TO WHOM IT MAY CONCERN:

Wanda M. Stallworth
(Print Full Name)

_____, being duly sworn deposed, says that he/she

is The Leadership Group LLC
(State Official Capacity in Firm)

. The party making the foregoing proposal or bid,

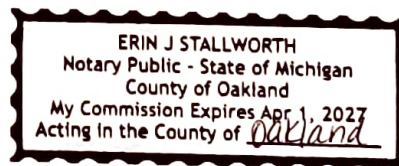
that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Wanda M. Stallworth

SIGNATURE OF PERSON SUBMITTING BID

[Signature]

NOTARY'S SIGNATURE



Subscribed and sworn to before me this 28th day of July, 2021 in and for Oakland County.

My commission expires:

Apr. 1, 2027



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

[X] I am able to certify to the above statements.

The Leadership Group LLC

Name of Agency/Company/Firm (Please Print)

Wanda M. Stallworth, Senior Consultant

Name and title of authorized representative (Please Print)

Wanda M. Stallworth

7/28/2021

Signature of authorized representative

Date

[] I am unable to certify to the above statements. Attached is my explanation.



VENDOR CERTIFICATION THAT IT IS NOT AN "IRAN LINKED BUSINESS"

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	The Leadership Group LLC
Street Address	995 N Pontiac Trail, Suite 1116
City	Walled Lake
State, Zip	MI 48390
Corporate I.D. Number/State	#801388622 / Michigan
Taxpayer I.D. #	#82-3386832

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: Wanda M. Stallworth

Printed Name of Vendor's Authorized Agent: _____ Wanda M. Stallworth _____

Witness Signature: [Signature]

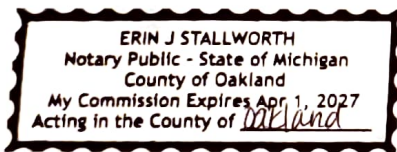
Printed Name of Witness: _____



Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of The Leadership Group LLC (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of The Leadership Group LLC and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:



BIDDER:

The Leadership Group LLC

By: Wanda M. Stallworth

Its: Senior Consultant

STATE OF MICHIGAN)

)ss.

COUNTY OF Oakland)

This instrument was acknowledged before me on the 28th day of July, 2021, by

[Signature], notary

WANDA M. STALLWORTH

353 Sawgrass, Lake Orion, MI 48359

Cell: (517)803-8730 / Email: wstallworth@theleadershipgroup.com

Human Resources Leadership Experience

- Employment Law
- FMLA/ADA/EEO
- Mediation & Advocacy
- HRIS Technologies
- Staff Recruitment & Retention
- Employee Relations
- Benefits Administration
- HR Program/Management
- HR Policies & Procedures
- Orientation & On-Boarding
- Training & Development
- Performance Management
- Organizational Development

Professional Experience

THE LEADERSHIP GROUP LLC

2017 - PRESENT

The Leadership Group is a team of experienced business executives who have a passion for leadership development. We take pride in bringing our expertise and team approach to provide customized clientfocused consulting services.

Senior Consultant

Provide results-oriented solutions of both non-profit and for-profit organizations, that build the capability and success of leaders, teams, and individuals. Expert consultation focuses in the areas of leadership and organizational development, including the following:

- Leadership Assessment
- Executive Coaching
- New Leader Assimilation
- Developing Effective Teams
- Human Resources Management
- Strategic Planning

Wannie Style Handbags & Accessories

2010 – 2020

Premier provider of quality handbags and accessories through various retail outlets such as Mall In-Line Stores and Kiosks, Internet shopping, exhibitor events and House Party ~ Wannie Style brand shopping experiences.

Summary

Owner/Consultant for Wannie Style Handbags & Accessories. Responsible for day-to-day operations management of Internet shopping sites, Expos, Conventions and Home Shows. Responsibilities include location selection, business development, and customer engagement and retention. Ensure revenue generation and financial success of each site location exceeding established goals and customer expectations. Formally located in Michigan retail shopping malls/centers, including Flint, Lansing, Muskegon, and Grand Rapids.

Key Responsibilities

- ◆ Development of marketing strategies and promotional campaigns
- ◆ Inventory control/ procurement
- ◆ Financial record keeping and reporting
- ◆ Website and Social Media development
- ◆ Policies and procedures development and implementation
- ◆ Diversity driven recruitment/ new hire employee on-boarding
- ◆ Business Development/ Revenue Generation

Corinthian Colleges, Inc., Santa Ana, CA

2006 – 2011

Former leading network of Career Training Schools with 120 campuses across the US and Canada under the Everest, Heald and Wyo-Tech Brands.

Regional HR Business Partner

In partnership with senior leadership, provided guidance on HR policies, practices and initiatives, within assigned region. Acted as a partner to the field by embedding corporate HR strategy and providing professional HR guidance and support to relevant campus and regional management with the objective of adding value to the business. Provided regional HR support of Everest Campuses and Wyo-Tech campus across multiple states.

Key Responsibilities

- ◆ Contributed to the business strategy by helping business leaders to identify, prioritize, and build organizational capabilities, behaviors, structures, and processes.
- ◆ Used professional expertise to align talent management processes with the business goals and longer-term business requirements.
- ◆ Assessed and counseled RVPs and College Presidents on overall performance management; recruitment; promotions; job descriptions and skills coaching.
- ◆ Coached senior management on employee relations including all aspects of terminations up to and including legal issues.

- ◆ Conducted and coordinated all investigations in support of corporate ethics and values in collaboration with corporate HR and/or in-house counsel.
- ◆ Ensured that a strong, diverse leadership and a coaching culture permeated the organization.
- ◆ Identified and drove the communication and sharing of best practices across functions to facilitate continuous improvement.
- ◆ Developed and promoted feedback mechanism for employees to influence the continuous improvement of HR services and processes.

Chase Bank – Michigan

1976 - 2006

Premier Financial Services Company

HR Consultant/Business Partner, 1998 to 2001

Promoted to fulfill a broad range of HR functions, including recruiting, and training employees, administering benefits, overseeing disciplinary action, and managing HR records. Coordinated annual performance management processes, coordinated job fairs and corporate wellness programs, and performed exit interviews.

Key Responsibilities:

- Provided HR support for 42 Retail Banking Centers and 250-employee Call Center within major metropolitan market (Detroit and surrounding communities)
- Conducted and coordinated all investigations and third-party claims within assigned regions. Compiled annual Affirmative Action Plans for assigned markets.
- Devised creative and cost-effective mentoring program that increased employee satisfaction and productivity.
- Coordinated new-hire orientation/on-boarding program to include HR information and company resources.
- Effective team player: ability to engage, inspire and influence people.
- Experienced dealing effectively with various levels of management; established relationships as trusted advisor with clients at senior management level; served as valued resource and coach to management and staff of assigned markets.

Education

Concordia University, Ann Arbor, MI

BA, Human Resources Administration

Professional Certifications

Management Research Group (MRG):

- SLD – Strategic Leadership Development
- IDI – Individual Directions Inventory
- PD – Personal Directions

Lynda K. Jeffries, PhD
834 Seville Row - Detroit, Michigan 48202
313-515-4363 - ljeffries@theleadershipgroup.com

EDUCATION

Doctor of Philosophy in Education Specialization in Training and Performance Improvement Capella University, Minneapolis, MN Dissertation Topic: <i>Referral Decisions as a Core Competency: Experiences of Coaches of Nonprofit Executives</i>	2012
Education Specialist in Instructional Technology Wayne State University, Detroit, MI	2004
Master of Arts in Business Administration - Management University of Detroit, Detroit, MI	1993
Bachelor of Science in Business Administration Lawrence Technological University, Southfield, MI	1989

TEACHING EXPERIENCE

Adjunct Faculty Lawrence Technological University Courses taught (masters level): <i>Leadership and Management, Strategic Nonprofit Management</i>	09/2006 to 02/2009
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Adjunct Faculty Davenport University Courses taught (undergraduate): <i>Business Ethics, Management Principles, Social Diversity, Women in Management, Business and Society, Fundamentals of Speech, Professional Etiquette</i>	07/2001 to 03/2005
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CERTIFICATION

ACE Certified Coach, World Business and Executive Coaching Summit, 2020
Council of Michigan Foundations, Leadership Coach, 2014
Life Reimagined Guide, AARP Michigan, 2014
Certified Facilitator, Management Research Group Leadership Effectiveness Assessment, 2006
United Way BEST Nonprofit Project Consultant/Leadership Coach, Flint/Genesee County, 2004
NCCJ, "Building Inclusive Communities" Organization Development Consultant, 2003
Professional Qualification, Myers-Briggs Type Indicator, 1996

PROFESSIONAL EXPERIENCE

Leadership and Organization Development Consultant **04/2003 to Current**
The Leadership Group LLC

Coached executives using 360 assessment data to develop action plans for improving leadership effectiveness. Gathered and reviewed extant, survey, focus group and interview data to complete organizational assessments for nonprofit agencies pursuing capacity building grants. Facilitated strategic planning, leadership development, team building, succession planning, performance evaluation, board retreats and staff development initiatives.

Leadership Skills Facilitator, Jawood Management Associates **10/2001 to 06/2006**

Diversity Consultant, Michigan Roundtable for Diversity and Inclusion **10/2002 to 01/2005**

Facilitated leadership training in diversity and inclusion, time management, coaching, performance management, conflict resolution, and listening skills for upper level management and executive personnel.

SBC/AMERITECH MICHIGAN:

External Affairs Director, Corporate **03/2000 to 11/2000**

Managed contributions budget and consulted with non-profit agencies to secure foundation grants. Lobbied state legislators and local key leaders to influence telecommunications policy and legislation. Served as the corporate liaison to community groups, city and county governments, and chambers of commerce within the South Oakland County geography.

Performance Assurance Manager, Human Resources **11/1996 to 02/2000**

Team Coach, Enhanced Business Assured Response Centers **06/1990 to 10/1996**

Coached functional, cross functional and multi-level customer service teams in performance assessment, meeting management, conflict resolution, problem solving, decision making, leadership, consultative selling, change and stress management. Led and managed entry level training programs for computer programmer/analysts with 97% graduation rate. Designed and developed performance support systems, job aids, and development plans for over 2200 Telecommunications Specialists

PUBLICATIONS

Jeffries, L. K. (2012). *Referral decisions as a core competency: Decisions of coaches of nonprofit executives*. (Doctoral Dissertation). ProQuest /UMI, 2012. (Publication No. 3546672)

Jeffries, L. and Amsden, T. (2012). Increasing diversity of leadership in environmental nonprofit organizations in a major brownfield city: Phase 2. *Journal of Diversity Management*, 7(1), 27-33.

Jeffries, L. and Amsden, T. (2009). Increasing diversity of leadership in environmental nonprofit organizations in a major brownfield city: Phase 1. *Environmental Practice*, 11(3), 164-169.

ARTICLES

Jeffries, L. (2018). *Delicate balance: Transparency and confidentiality*.
<http://theleadershipgroup.com/team-building/delicate-balance-transparency-and-confidentiality/>

Jeffries, L. (2017). *Leading in a polarized climate: It begins within*. <http://theleadershipgroup.com/team-building/leading-in-a-polarized-climate-it-begins-within/>

Jeffries, L. (2016). *Leadership courage*. <http://theleadershipgroup.com/team-building/leadership-courage/>

PROFESSIONAL PRESENTATIONS

Ask the Experts- Anti-Racism Ally: Navigating Meaningful Conversations, LiveOnNy, February 2021

Navigating the Waves of Civil Discourse: Leading the Return to Civil Discourse, Council of Michigan Foundations Leadership Conference, Co-presenter, 2020

Unconscious Bias: From Awareness to Action, Leading Age of Michigan Annual Conference, Co-presenter, 2020

Transformational Coaching Through Emotional Intelligence, Mid-Large Agency Alliance of Big Brothers Big Sisters, Flint, MI, 2019

Emotional Intelligence: Foundation for Problem Solving, Early Childhood Pre-Service, Starfish Family Services, 2019.

DiSC©, Diversity, Equity & Inclusion. Henry Ford College, State of the College Meeting, Ypsilanti, 2017

Managing Emotions for Consistent Results. Staff Development Day, Detroit Public Library, 2016

Collective Impact 101. Michigan Assoc. of United Ways Annual Conference, Crystal Mountain, MI, 2014

Five Generations of Women Thriving Together. Women and Leadership in the Workplace Conference, Michigan Business & Professional Association, Dearborn, MI, 2009

Workplace Stress and Conflict Management, Dykema Gossett PLLC Labor and Employment Seminar, Ypsilanti, MI, 2007.

Alumni Judge, 7th Annual Ethics Bowl - University of Detroit Mercy. Department of Philosophy, University Honors Program and the College of Liberal Arts, 2006.

Team Innovation. Detroit Regional Chamber, Team Building Seminar, Detroit, MI, 2004

Ethics & Confidentiality: Respecting, Protecting, and Defending the Rights of Customers and Colleagues Child Care Coordinating Council Staff Development Day, Detroit, MI, 2003

Diversity Audits: Step One in Developing a Plan. Oakland County Employment Diversity Council, Annual Diversity Conference, Moving Beyond Awareness, 2003

PROFESSIONAL AWARDS/RECOGNITION

Trustee of the Year, LeadingAge of Michigan, 2014

Distinguished Volunteer, Association of Fund Raising Professionals, Greater Detroit Chapter, 2013

Recipient of the Outstanding Instructional Technology Education Specialist Student Award Wayne State University School of Education, 2004

COMMUNITY INVOLVEMENT

- Board Secretary, Bridging Communities, Inc. (2017-current)
- Board Chair, Presbyterian Villages of Michigan, Southfield (2012 - 2013)
- PVM Village Board Member: Brush Park, Woodbridge Manor and Thome Rivertown (2012-Current)
- Christian Education Director, Historic Little Rock Baptist Church, Detroit (2003 - current)
- Committee Chair: Governance, Compensation, Presbyterian Villages of Michigan (2015-2017)
- Board Chair, Considine Family Life Center, Detroit (2007 - 2018)
- State Bar of Michigan, Presidential Diversity and Inclusion Advisory Group, (2010-2012)
- Co-Host, “Hello Detroit” talk show, WGPR 107.5 FM, Detroit (2010-2012)

**CONSULTING
PARTIAL CLIENT LIST, 2001 – CURRENT**

Southeast Michigan

- Child Care Network
- Consumers Energy
- Detroit Parent Network
- Detroit Planning and Development
- Detroit Public Library
- Early Childhood Investment Corporation
- Grosse Pointe Chamber of Commerce
- Jewish Family Services
- Jewish Senior Life
- Leader Dogs for the Blind
- Macomb Community Action
- Macomb County - OneMacomb
- Presbyterian Villages of Michigan
- Southeast Michigan Senior Regional Collaborative
- The Senior Alliance
- YWCA Metropolitan Detroit
- Silver Maples of Chelsea
- SEMCOG

Foundations

- Charles Stewart Mott Foundation
- Omega Foundation
- PVM Foundation
- Torch of Wisdom Foundation
- Council of Michigan Foundations
- Community Foundation - Muskegon County

Higher Education

- Henry Ford College
- Oakland University
- University of Michigan-Ann Arbor, Flint
- University of Michigan Alumni Association

Flint/Genesee County Area

- BEST Project/United Way Genesee County
- Big Brothers Big Sisters of Flint and Genesee County
- Boys & Girls Clubs of Greater Flint
- Community Resolution Center
- Crossover Outreach Ministries
- Ennis Center for Children
- Flint & Genesee Chamber of Commerce
- Flint Institute of Music
- Flint Public Library
- Friends of Berston Field House
- Genesee County Community Collaborative
- Genesee County Parks and Recreation
- Genesee County Youth Corps
- Habitat for Humanity
- McFarlan Villages/Court Street Commons
- Metro Housing Partnership
- Mt. Olive CDC
- Red Cross – Michigan Region
- R. L. Jones Community Outreach Center
- Voices for Children Advocacy Center
- YWCA of Greater Flint

Other

- LiveOnNY (Organ Donor Agency), New York

José A. Reyes Jr.

372 Sedgewood Lane, Ann Arbor MI, 48103 | 313.720.6363 | jose@jreyespro.com | www.jreyespro.com

Executive Leadership & Management Professional

PROFESSIONAL SUMMARY

Dynamic, goal oriented social engineer and change agent with proven leadership skills. Over 20 years of experience working with government, non-profits, and the private sector delivering innovative strategies for maximized results.

Organizational Change Agent: Successfully transformed a city managed agency into free a standing, 501c3 public non-profit agency, decreasing operating cost by 40% with a 60% performance outcome increase during the first year of operation.

Fiscal Management: Executed fund development strategies yielding 15 million dollars in additional grant, philanthropic, and private dollars for expansion and restoration of DESC's financial health. Managing an operating budget of \$40 million dollars.

Innovator: Creation of White House recognized Tech Hire initiative, development of a 21st century Multi-generational Career Technical Center, and expansion of Grow Detroit's Young Talent GDYT (Summer Youth Program) to 8,000 kids.

Core Leadership Qualifications

- Strategic Planning
- Marketing and Fund Development
- Fiscal Management
- Organizational Development
- Capacity Building
- Change Management
- Quality Assurance
- Operation Management
- Process Management
- Policy Development
- Technology Integration
- Knowledge Management
- Program Evaluation
- Research and Evaluation
- Training & Development
- Group Facilitation
- Community Organizing
- Advocacy

Professional Affiliations

- Detroit Parent Network Board Chair
- JP Morgan Detroit Workforce System Leadership Development Academy Advisory Board
- Detroit Regional Chamber
- Workforce Intelligence Network (WIN) Board (2011-2017)
- WCCCD Cyber Security Advisory Board (2014-2017)
- Detroit Renaissance Council Steering Committee
- Operation Hope Advisory Board (2016-2017)
- Board of Directors, Southwest Solutions, Detroit MI (2002-2016)
- University of Michigan School of Social Work Alumni Board of Governors Emeritus

PROFESSIONAL EXPERIENCE

President and CEO

NORTH STAR CONSULTING GROUP LLC,

Executive oversight of a full-service management consulting and technical services firm; specializing in helping nonprofits and public sector increase productivity and performance through strategy, implementation, and support.

2018–Present

Ann Arbor, MI

Key Accomplishments:

- Optimization of Detroit Public School Community District (DPSCD) Career Technical programs
- Development of a Multi-generational pathways to college and careers
- Successful development of SBE pipeline for the Detroit-Wayne County Metro Airport Authority

Executive Leadership

DETROIT EMPLOYMENT SOLUTIONS CORPORATION,

Responsible for strategic direction and operational management of the City of Detroit's public workforce system. Active ambassador of the City's and DESC's vision, mission, and goals, among various stakeholders and community at large.

2012–2017

Detroit, MI

Key Accomplishments:

- Successful fiscal oversight of over 60 million dollars in Federal, State, and Philanthropic annual funding
- Aligning structural and operational elements to the mission and vision of the Mayor's Workforce Development Board, while maintaining integrity to the state and federal regulations.
- Supporting the development of high-quality partnerships and impactful collaborations with value added partners
- Assessment and optimization DESC's operations (2017)
- Experience IT and Tech Hire training model (2016)
- Establishment of Youth Engagement Center (2016)
- Expansion of Summer Youth Program, to 8,000 youth (2016)
- Formation of cluster-based employer engagement strategies.
- Successfully implemented leading-edge technology to manage grants and service delivery
- Recognized by the Department of Labor and the White House for innovative service strategies (2014)
- Recognized by the Michigan Works Association for outstanding performance (2013)

Vice President, Compliance & Public Affairs 2017-2018

Interim President & CEO 2016- 2017

Chief Operations Officer 2012- 2016

Deputy Director

Detroit WORKFORCE DEVELOPMENT DEPARTMENT,

2011- 2012

Detroit, MI

Key Accomplishments:

- Provided service to over 40,000 adult and youth in Detroit
- Successful restructure of organization
- Implemented lean processing of all departmental functions

PROFESSIONAL EXPERIENCE CONTINUED

Director of Public Sector Solutions

2001–2011

PRISM SOLUTIONS

Southfield, MI

A full-service management and technical services consulting firm specializing in providing professional services to healthcare, government, nonprofits, and private business enterprises.

Key Accomplishments:

- Helping clients build capacity, improve performance, and find value

Relevant Clients: City of Detroit, Detroit LISC, Focus Hope, SER Metro, Warren Conner Development Coalition, DMC, Oakland University, United Way of Genesee County, Ruth and Charles Mott Foundation

Chief Information Officer

1997–2001

DETROIT WAYNE COUNTY MENTAL HEALTH AGENCY

Detroit, MI

The nation's largest public health system. An agency with an annual budget of over \$500 million and a service provider network of over 50 providers, offering a comprehensive array of services to over 60,000 consumers and families in Wayne County with mental illness, substance abuse, and/or developmental disabilities.

Key Accomplishments:

- Successful Implementation of MPCN Network Model
- Re-engineered administrative and clinical operating processes
- Developed integrated Quality Management (QM) plan and performance monitoring system

Department Manager III 1998-2000

Data Analyst Program Developer 1997-1998

Higher Education Diversity and Inclusion Specialist

1989–1996

UNIVERSITY OF MICHIGAN

Ann Arbor, MI

Senior Program Evaluator UAW-GM EDC Program, School of Social Work 1996–1997

Graduate Researcher School of Social Work 1995–1996

Associate Researcher, Office of Multicultural Initiatives 1994–1995

Assistant to the Vice Provost for Minority Affairs 1989–1992

Key Accomplishments:

Developed and implemented policy, programs, and research designed to promote access and achievement for underserved populations. Promoted diversity among the entire campus community, resulting in increased enrollment and retention of underserved populations, and a new policy that created a more diverse and representative university community.

EDUCATION

B.A. in Sociology, University of Michigan, Ann Arbor, MI, College of Literature, Science & Arts

Sub-concentration Law, Criminology, and Deviancy

M.S.W. University of Michigan, Ann Arbor, MI School of Social Work

Additional coursework

University of Detroit Law School

Leadership & Team Building Training, ASE

Project Management Professional (PMP) Certification Courses I and II, Washtenaw Community College

Continuous Quality Improvement (CQI) Train the Trainer



ABOUT THE LEADERSHIP GROUP LLC

The Leadership Group LLC (TLG), a majority woman-owned consulting firm, was established in 1997. TLG models diversity, equity, and inclusion with 8 consultants that are diverse in race, gender, religion, and professional backgrounds of law, telecommunications, human resources, higher education, social service, and management. We celebrate and leverage our unique gifts, styles and differences which strengthen our ability to provide outstanding services to diverse client groups that include for-profit corporations, nonprofits, universities, health care, government, foundations, and community development groups and agencies. It is the policy and commitment of TLG that it does not discriminate in terms, conditions, or privileges of consulting services or employment on the basis of race, age, color, sex, national origin, gender identity, physical or mental disability, or religion or otherwise as may be prohibited by federal, state, and local law.

TLG is a team of experienced business executives who have a passion for leadership development and organizational capacity building. We take pride in our 24-year history of bringing our expertise and team approach to provide customized client-focused consulting services. Our services include diversity/equity/inclusion, leadership development, executive coaching, succession planning, board development, nonprofit management, strategic planning, culture assessment fund development, mergers/acquisitions, public sector strategy, community development, work force development and human resources management. In our engagements, we strive to model techniques to equip our clients to sustain the development and progress ongoing.

We customize our approaches and methodology to meet the unique needs of our clients. Our services include organizational assessments and audits based on surveys, focus groups and/or individual interviews. Our analysis and interpretation of primary data we gather and secondary data from organizational documents, benchmark studies and literature reviews help identify strategic issues and inform the development of measurable goals and objectives for action. We have custom-designed interventions that include raising awareness, coaching, civil discourse, culture change initiatives, team development, specialized training, facilitated discussions, and planning for implementation and sustainability.

Theleadershipgroup.com

Opening Date - 07/29/2021
Date Reviewed - 07/29/2021

CITY OF TROY
TABULATION
RETREAT FACILITATOR SERVICES

RFP-COT 21-45
Pg 1 of 1

ORGANIZATION NAME:	The Leadership Group LLC	
CITY:	Walled Lake, MI	
PROPOSAL: RETREAT FACILITATOR SERVICES		
DESCRIPTION	# OF HOURS	PRICING
Key Personnel for proposed services	90	\$20,250.00
Fee Proposal for Professional Services proposed	Not Specified	
Additional Expenses	Not Specified	
TOTAL COST:		
Monthly Payment Proposal:	\$5,062.50	
Identify how travel time is handled and invoiced; if applicable.	Not Specified	
Reimbursable Expenses and Mark up; if any.	Not Specified	
Project Schedule can be met:	Y or N	Y
Project Understanding and Approach Provided:	Y or N	Y
Staffing Proposal Provided:	Y or N	Y
Experience and References Provided:	Y or N	Y
Fee Proposal Provided:	Y or N	Y
Pricing Detail Provided:	Y or N	Y
Insurance can be met:	Y or N	Not Specified
Exceptions:	Y or N	N
Acknowledgement:	Y or N	Y
Forms:	Y or N	Y

ATTEST:

(*Bid Opening conducted via a Go-To Meeting)

Bob Bruner

Cheryl Stewart

Jackie Ahlstrom

Emily Frontera

Purchasing Manager

Consulting Services Agreement

The Leadership Group LLC (called "TLG") and the City of Troy (called "Client") agree to this Consulting Services Agreement (called "Agreement"):

Independent Contractor. TLG and its consultants are independent contractors to Client under this Agreement. TLG shall carry General Liability and Errors and Omissions insurance, as well as automobile liability insurance, professional liability insurance and workers compensation insurance. Client may request copies of satisfactory insurance coverage. TLG also agrees to indemnify and hold harmless Client against any and all demands, suits, or loss, including all costs connected therewith and for any damages that may be asserted, claimed or recovered against Client as a result of the services performed under this Agreement. Client will not be responsible for payment of income taxes, social security taxes, or benefits arising out of TLG's work under this Agreement.

Services, Program Design, Scheduling and Consultants. TLG will provide consulting services to Client as described below. Wanda M. Stallworth, will be the primary TLG consultant and contact working for Client under this Agreement.

Scheduling. The parties understand that time is of the essence for the City Council organization meeting, which is scheduled for November 8, 2021, and the November 13 Strategic Planning Event. The parties also understand that the strategies are required to be presented to the Troy City Council in December 2021, because of City budgetary constraints. As to all other dates provided by TLG in its bid, the timing of the work is subject to the availability of participants, TLG consultants and the date on which this contract is signed. Both TLG and Client will cooperate to have mutually convenient timing for all activities. Together TLG and Client will develop an agreed upon schedule within one month of the execution of this Agreement.

Joint Accountabilities.

The Client will:

- Identify an internal person to support scheduling of meetings, arranging for the facilities to be used for the meetings and sending/emailing invitations and receiving responses.
- If in-person meetings become safe, provide, or arrange for a location and all refreshments and materials (markers, easels, easel paper, audio-visual equipment, electrical cords, etc.) required for sessions and meetings. TLG will provide a list of all required materials at least one month in advance.

TLG will:

- Duplicate and assemble all participant materials required for the sessions and meetings.
- Facilitate sessions and meetings in a professional manner, bringing TLG experience to the project.
- Function as an independent contractor under this Proposal.

- Furnish all research, labor, and equipment necessary to perform all of the work as identified on the attached and incorporated Proposal.

The Client and TLG are jointly responsible to:

- Alert each other of anything learned that may materially affect project success.
- Respect each other's confidentiality and proprietary materials and approaches.
- Achieve reasonable accommodation for conflicts, unforeseen events and other priorities.
- Work together to develop a mutually convenient schedule of activities or meetings.
- Follow pandemic safety requirements.

Confidentiality, Ownership of Work and Other Work By TLG. TLG agrees to keep confidential any confidential information disclosed by Client. Any final report by TLG shall be the property of the Client. Client will protect TLG proprietary processes and TLG copyrighted materials and not disclose same, except as necessary in the course of service provided by TLG to Client, or except as provided by law. This Agreement does not limit TLG from providing similar services for any other person or organization.

Compensation, Invoicing, Payment and Expense Reimbursement. Based on our best practice experience, TLG proposes the following conservative estimate of the hours and associated costs to successfully conduct the various activities of the project. TLG's total cost for all services performed under this proposal shall not exceed \$20,250 dollars without the prior written authorization of the City Council. Client will pay \$5,062.50 as a deposit upon the execution of this Agreement. The remaining invoices for work shall be submitted to Client on a monthly basis, and shall reflect the work TLG has performed on behalf of Client. All invoices shall state the basis for the amount invoiced, including services completed and the number of hours spent. Below is the not-to-exceed fee proposal.

Tasks/Services	Key Personnel Hours *	Hourly Rate	Pricing
1. Meet with City Mgmt. to confirm scope, workplan/timeline, and deliverables	3	\$225	\$675
2. Review existing documents, reports and planning data as input to the process.	6	\$225	\$1350
3. Work with Project Team to develop agendas and inventory of General Fund Programs. Facilitate and document project meeting results.	18	\$225	\$4050
4. Meet with City Council to identify goals and objectives.	12	\$225	\$2700
5. Finalize retreat agenda, develop materials (homework), distribute to participants	6	\$225	\$1350
6. Facilitate retreat discussions of goals and objectives. Capture and document results	24	\$225	\$5400

7. Create project summary report, including strategic plan document	6	\$225	\$1350
8. Review draft project report with Project Team/City Mgmt.	3	\$225	\$675
9. Present Final report and plan document (goals and objectives) to City Council	3	\$225	\$675
10. Communicate and provide periodic status reports to Leadership Team/City Mgmt.	9	\$225	\$2025
Total Cost	90	\$225	\$20250

* TLG Consultants: Wanda Stallworth, Lynda Jeffries, and Jose Reyes (hourly rates are the same)

Additional Payment terms are:

- Client will not be responsible to reimburse for TLG's travel in southeast Michigan. TLG does not anticipate any travel outside southeast Michigan for the work described, but if required, TLG will first obtain approval of the City Manager before incurring any such travel expenses, which would be reimbursed.
- All checks should be payable within 30 days of the receipt of the invoice, and sent to:

The Leadership Group LLC
P.O. Box 1116
Walled Lake, MI 48390-1116

Modification. TLG and Client may agree to add services to this Agreement by a letter signed by both TLG and Client. No change of this Agreement will be valid unless in writing signed by both Client and TLG. Waiver by either Client or TLG of a breach of a term of this Agreement shall not waive any subsequent breach.

Agreement Duration and Termination. This Agreement may not be terminated without cause. The Agreement can be terminated, for cause, by TLG if Client fails to pay invoices within 30 days, or fails to complete its duties, as set forth in the Agreement. The Agreement can be terminated, for cause, by Client if the Troy City Manager determines that TLG has failed to meet the agreed upon deadlines, or has poorly performed its duties and responsibilities under this Agreement. This Agreement will be automatically terminated when all intended services under the Agreement have been performed by TLG. Client will pay for services performed in accordance with the Agreement by TLG up to any effective date of termination. TLG and Client agree that the sections of this Agreement on Confidentiality, Ownership of Work and Other Work by TLG will survive termination of this Agreement.

Miscellaneous. Neither Client nor TLG may sell or assign this Agreement without the signed written consent of the other. This Agreement is binding on the successors of Client and TLG. This Agreement is governed by the laws of the State of Michigan. This

Agreement is the entire agreement between Client and TLG and supersedes all prior agreements or understandings between Client and TLG.

Client and TLG, with the execution of this Document, affirms its authority to enter into this Agreement and be bound by its terms and conditions.

For City of Troy, MI:

By: _____
Ethan Baker

Its: _____
Mayor

By: _____
Aileen Dickson

Its: _____
City Clerk

Phone: 248- 524-3330

500 W. Big Beaver Road

Troy, MI 48084

Date: _____

For The Leadership Group LLC:

Wm Stallworth
Wanda M. Stallworth

Senior Consultant

Phone: 517-803-873

The Leadership Group LLC

PO Box 1116

Walled Lake MI 48390-1116

Date: 8-20-2021 _____