

Procurement Department  
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Chicago, Illinois 606661  
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[EMAIL: slittle@cedaorg.net](mailto:slittle@cedaorg.net)

**SUBMISSION INFORMATION**

**REQUEST FOR QUOTE: QUOTE05152023**  
**DUE DATE: June 23, 2023**  
**TIME: 3:00PM**  
**LOCATION: Procurement Department**

**EMAIL ONE COPY OF THE QUOTE**  
**ISSUANCE DATE: May 22, 2023**

**REQUEST FOR QUOTES ORGANIZATIONAL CULTURE ASSESSMENT**

**COMPANY NAME:**  
**ADDRESS:**  
**CITY, STATE, ZIP CODE:**  
**EMAIL ADDRESS:**

**SCOPE OF SERVICE**

**A. Objective:**

*PHASE I – Organizational Cultural Assessment:*

CEDA is seeking services and is eager to receive proposals that reflect the Agency’s standing relative to current best practices in the field of organizational cultural assessment. The final work product should include but not limited to:

- an analysis of the work environment (including social and other) of CEDA as a whole organization and at least three (3) subdepartments of the Agency,
- an analysis of the Agency’s current function as and ability to be a high performing organization,
- an analysis of CEDA and department policies and practices that contribute to the culture,
- norms, values, or other factors that may drive behavior and performance in the organization, and
- recommendations based on best practices to maximize the health of the organization’s culture and its alignment to maximize outcomes.

The overarching purpose of this assessment is to assure that the Agency’s culture, environment, policies, practices, values, norms, and performance are aligned with its mission to be an employer of choice and an organization achieving community excellence. Proposals should reflect the Vendor’s abilities and understandings of the best practices as they exist now in the field.

*PHASE II – Organizational Structure and Implementation Assistance*

While the scope, timeline and cost of Phase II will be jointly agreed upon between the Agency and the Vendor, it is the Agency’s intent that Phase II would utilize the services of the Contractor to prioritize and implement Phase I recommendations and analysis relative to the organization and people dimensions of a high performing organization including leadership, design/structure, people practices, change management, and culture and engagement of the organization.

Phase II deliverable would include recommendations and action plans for the organization indicating, but not limited to the following:

Best practices and industry standards relative to:

- Employee recruitment, retention, and performance management
- Learning and development
- Onboarding programs designed to maximize work satisfaction, performance, organizational culture and outcomes.
- Norms and other foundational elements that lead to a resilient culture that embraces and positively leverages change management principles and practices.

**Project Deliverables**

As a result of the above scope of services and the agreement between the selected Vendor and the Agency, the selected Vendor shall be expected to present the following:

Project Plan outlining the project completion of deliverables.

A written report that outlines findings and recommendations related to the work undertaken. The report shall be a traditional report and not formatted as a PowerPoint presentation, though a supplemental Power Point Presentation would be welcomed. Findings and recommendations should include best practices, techniques, and methods that are consistent with best practices in building and maintaining healthy organizational cultures and a detailed comparison of current practices contrasted against preferred practices.

A timeline and the actions necessary to implement recommendations. Such a plan will consider and address impediments to implementing the recommendations, measures to address such obstacles, and alternative recommendations in case such impediments cannot be overcome.

Presentations to the Agency's Executive Leadership Team, and the Agency's Leadership Team, Agency staff, and/or the CEDA Board of Directors as requested.

### **Contractor Qualifications**

The selected proposer must meet the following requirements:

- An organization specializing in administration consultation with experience working with 501(c)3 nonprofit organizations, including Community Action Agencies or similar entities.
- The company must have been in business operating for a minimum of five (5) years.

### **Participation of Minority, Women-Owned, Small, Veterans and Disadvantaged Business Enterprises**

CEDA is a Community Action Agency in partnership with communities to bring public and private resources to end poverty. CEDA understands the impact that small and minority business can have on poverty. CEDA intends to employ an additional creative solution to the abatement of poverty, by leveraging its procurement dollars in such a way that minority and women business enterprises are stimulated by these funds.

CEDA aggressively seeks minority, women-owned and disadvantaged, veterans and small business enterprises to participate in its procurement activities. Certification will be accepted from the City of Chicago, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

### **Contract Period**

The initial contract period will run through completion of project deliverables. All awards are contingent on CEDA's need and availability of funds.

All respondents are required to submit electronic proposals via email. Only electronic proposals will be accepted. Electronic submissions should be sent to [slittle@cedaorg.net](mailto:slittle@cedaorg.net). Submit your QUOTE response to this email only –please do not email to multiple people. Only emails sent to [slittle@cedaorg.net](mailto:slittle@cedaorg.net) will be considered as responsive to the request for proposals. Emails sent to other CEDA emails may be considered as non-responsive and may not be reviewed.

### **Submission Requirements**

If you have any questions regarding this Request for Quotes, please send your written questions no later than 12:00pm by June 2, 2023 for a timely response to [slittle@cedaorg.net](mailto:slittle@cedaorg.net).

- a. Fee Form
- b. Three (3) business references including name of contact person, phone number, email address, name of organization, and address.
- c. Current Certificate of Insurance
- d. State of Illinois Certificate of Good Standing
- e. Copy of M/W/D Business Enterprises Certification, if applicable  
**(CEDA strongly encourages submittals from minority, women-owned, disadvantaged, veterans, and small business enterprises.)**
- f. System for Award Management (SAM)  
Provide a SAM Cage Code number. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>

### **Project Timeline:**

The procurement schedule for this project is as follows. The Agency reserves the right to adjust the schedule as necessary.

|                                   |                       |
|-----------------------------------|-----------------------|
| Quote Release date                | May 22, 2023          |
| Vendor Questions                  | June 2, 2023          |
| Answers to RFP Questions Released | June 9, 2023          |
| Quote Due                         | June 23, 2023         |
| Vendor Interviews (if needed )    | Week of June 26, 2023 |
| Vendor Selected                   | By June 30, 2023      |

Work Begins  
Final Acceptance of Phase I Work  
Product  
Anticipated Phase II Initiation

By July 10, 2023  
By September 8, 2023  
By October 6, 2023

The Quote is due no later than 3:00pm on Friday, June 23, 2023 and should be emailed to [slittle@cedaorg.net](mailto:slittle@cedaorg.net).

Authorized Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_