



East Bay Municipal Utility District (EBMUD) Request for Proposals (RFP)

Subject: RFP for facilitation of a 1-day, in-person retreat for Board Members

Overview

EBMUD is seeking proposals from interested firms to facilitate a one-day in-person retreat for new and existing EBMUD Board members. The retreat is intended to provide training and discussion on key topics essential for the successful governance of the Board.

All responses to this RFP will be a public record; please do not submit any confidential information.

Pre-Retreat Meetings

Individual meetings with Board members

- Meetings will last 15–30 minutes.
- Topics of these meetings should include transition insights, views on what contributes to successful Board interactions, and preliminary relationship-building.

A one-hour meeting with the General Manager, General Counsel, and Secretary prior to the retreat.

Retreat Structure

Topics for the retreat should include, but are not limited to, the following:

- Ground Rules and Expectations
- Introduction
- Characteristics of a Well-Functioning Board
- Maintaining Transparency
- Balancing the Needs of Constituents with the Needs of EBMUD
- Working with the General Manager, General Counsel, Secretary, Senior Management, and staff
- Understanding Board Role
- Power Dynamics
- Role-Playing Exercise (Scenario-Based Decision Making)
- Post-Retreat Actions: Summary Report and Action Plan

The Board members, General Manager, General Counsel, Secretary of the District, and members of the Senior Management Team will participate in the retreat.

Post-Retreat Work:

Conduct a 90-day check-in with staff and Board members to assess progress and identify areas for further development.

Deliverables in Response to this RFP:

- A detailed outline of the pre-retreat activities. A general outline of the retreat and post-retreat phases; a more detailed plan will be developed following the pre-retreat work.
- Proposed costs for each phase: Pre-Retreat, Retreat, and Post-Retreat work.
- Bios for proposed facilitators.
- Contact information for three references, particularly for agencies with elected Boards.
- Insurance and indemnification information.
- Other expenses in addition to pre-retreat, retreat, and post-retreat costs.

Proposed Timeline:

- Contract executed (10/14/24)
- Meetings with outgoing and remaining board members (10/21-12/20)
- Meetings with incoming board members (12/12-1/10/25)
- Complete retreat agenda (1/24/25)
- Retreat (location TBD) (Tentative - Tuesday, 2/4/25, Wednesday, 2/5/25 or Thursday, 2/13/25)

Submission Information: Please submit responses by 4:30 p.m. on Friday, October 4, 2024 to SecOffice@ebmud.com.

We look forward to receiving your response and learning more about your approach to facilitating this important retreat. Thank you for your interest and participation.

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