

Wayne Metro - Request for Proposal (RFP)

Issuing Organization: Wayne Metropolitan Community Action Agency (Wayne Metro)

RFP Title: Leadership Development and Executive Coaching Services

Purpose

Wayne Metro is seeking proposals from qualified consultants or firms to provide strategic planning, leadership development, organizational development, and executive coaching services.

The goal of this engagement is to strengthen our nonprofit management practices, support organizational change, and develop the skills of our executive team and board members with a specific emphasis on strengthening Wayne Metro's leadership capacity and strategic positioning within the Community Action Network (CAA Network).

The selected consultant must demonstrate substantial experience working with Community Action Agencies (CAAs) and a deep understanding of the unique governance, compliance, funding, and performance frameworks that guide the national Community Action structure.

Background

Wayne Metro is a nonprofit Community Action Agency serving communities across Wayne County, Michigan. As a member of the national Community Action Network, Wayne Metro operates within a framework established under the federal Community Services Block Grant (CSBG) Act and is guided by the principles of Results-Oriented Management and Accountability (ROMA), board governance, and anti-poverty systems change.

We are committed to continuous organizational improvement, strong governance practices, and leadership excellence to better serve our clients and community. This

engagement will support Wayne Metro's strategic growth and strengthen our leadership role within the Community Action Network at the local, state, and national levels.

Scope of Work

The selected consultant will provide services in the following areas:

1. Strategic Planning & Facilitation

- Design and lead comprehensive planning processes with executive teams and boards.
- Facilitate workshops, retreats, and planning sessions to define goals, priorities, and measurable outcomes.
- Ensure alignment with Community Action Agency standards, CSBG requirements, ROMA principles, and national CAA performance frameworks.
- Support strategic positioning within the broader Community Action Network.

2. Leadership Development

- Provide coaching for executives and board leaders.
- Guide the organization through change initiatives, ensuring alignment with strategic objectives and Community Action governance standards.
- Strengthen tripartite board effectiveness and executive-board partnership models common to CAAs.

3. Organizational Development

- Assess and strengthen nonprofit and Community Action management practices.
- Recommend organizational structures, compliance strategies, and best practices tailored to Community Action Agencies.
- Support organizational readiness for monitoring, accreditation, and network-wide collaboration.

4. Executive & Physician Coaching

- Deliver one-on-one and group coaching to senior leadership.
- Conduct leadership institutes or workshops tailored to Community Action leadership competencies.

- Support succession planning and long-term leadership sustainability within the CAA framework.

Proposal Requirements

Proposals should include:

1. Company/Consultant Information
 - Overview of the firm or individual consultant.
 - Demonstrated experience with Community Action Agencies (required).
 - Relevant experience with nonprofits, boards, and executive teams.
2. Approach & Methodology
 - Description of how services will be delivered.
 - Outline of strategic planning and coaching process.
 - Explanation of how the approach aligns with Community Action standards and CSBG requirements.
3. Key Personnel
 - Qualifications of staff or consultants who will lead the engagement.
 - Relevant certifications (e.g., credentialed executive coach).
 - Experience working within the Community Action Network.
4. Past Experience & References
 - Examples of similar engagements with Community Action Agencies or comparable nonprofit organizations.
 - Minimum of three references, preferably from Community Action Agencies or network partners.
5. Timeline
 - Proposed schedule for deliverables, workshops, and coaching sessions.
6. Budget
 - Detailed cost breakdown, including travel, facilitation fees, and coaching fees.

Proposal Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience with Community Action Agencies and the Community Action Network.
- Understanding of CSBG requirements, ROMA, tripartite governance, and CAA accountability standards.
- Demonstrated experience with nonprofit strategic planning and leadership development.
- Qualifications and expertise of personnel.
- Proposed methodology and approach.
- Cost and value for services.
- References and track record of successful engagements.

Procurement Timeline

The anticipated procurement schedule is as follows:

- RFP Release Date: June 11th, 2026, 10AM
- Deadline for Questions: June 27th, 2026, 10AM
- Proposal Submission Deadline: June 28th, 2026, 12PM
- Proposal Review Period: June 29th, 2026 to July 9th, 2026
- Contract Start Date: August 2026

Submission Instructions

- Submit proposals electronically to: procurement@waynemetrol.org
- Include "RFP – Leadership Services" in the subject line.

Questions

All questions regarding this RFP should be submitted in writing to: Haidar Alsarik - halsarik@waynemetrol.org

Responses will be shared with all prospective bidders.

Additional Information

- Wayne Metro reserves the right to accept or reject any proposal in whole or in part.

- All materials submitted will become the property of Wayne Metro.
- The selected consultant will be required to sign a contract detailing scope, deliverables, and confidentiality requirements.