Request For Proposal
Bid Number 2027-RFP-06

Supervisory Training and Leadership Development Program

RFP Due Date: January 5, 2027, by 2:00pm (CST)

Location: City of Joplin
Human Resources Department, 1st Floor
602 South Main
Joplin, MO 64801

Staff: Tony Robyn, Assistant City Manager

Email: trobyn@joplinmo.org

Phone: 417-624-0820 x1203

Proposals will be received by the Human Resources Department at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposals number and the Vendor's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

As a requirement for compliance with ADA Title II, all submission materials must meet the following criteria:

1. Accessible PDF Standards: All proposal documents, attachments, and appendices must be compiled as fully accessible, searchable PDFs conforming to WCAG 2.1 Level AA standards.
2. Independent Evidence: Vendors must include their Accessibility Conformance Report (ACR), utilizing the latest Voluntary Product Accessibility Template (VPAT) format, as a distinct, explicitly labeled file within the digital submission package.

Notice To Bidders:

The City of Joplin, Missouri will accept sealed bid proposals until January 5, 2027 by 2:00pm (CST) at the Joplin Human Resources Department located at 602 South Main Street, 1st Floor. Joplin, Missouri, 64801 to purchase the following:

Supervisory Training and Leadership Development Program

Bid documents are available online and available from Tony Robyn, City Manager's Office by emailing trobyn@joplinmo.org, calling 416-624-0820 x1203 or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor. Bid respondents are encouraged to sign up to receive updates form the bid center for addendums or other information notices.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Haase, CPA, CMA
Finance Director

Publication Date: November 24, 2026

Instructions To Bidders:

The City of Joplin, Missouri proposes to PURCHASE the following:

Supervisory Training and Leadership Development Program

Mark Bid Envelopes: "2027-RFP-06, Supervisory Training and Leadership Development Program, January 5, 2027 by 2:00pm (CST)"

Questions concerning the specifications and bidding procedures should be directed to Tony Robyn, Joplin City Manager's Office, at 602 South Main, Joplin, MO, 64801, trobyn@joplinmo.org, or by phoning 417-624-0820 x1203

All bids shall have Firm-Fixed-Price (FFP) Joplin, Missouri price, inclusive of all costs necessary to complete the scope of work and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the requests included in this bid document to generally describe the needs and services desired in sufficient detail as to secure comparable bids. All related needs or costs not specifically mentioned which are necessary in order for the consultant to perform as intended shall be included and intended to be in accordance with the best trade practices.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within five (5) working days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not to exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Scope of Work

The City of Joplin is soliciting proposals from qualified consulting firms to design and develop a comprehensive Supervisory Training and Leadership Development Program for municipal supervisor staff. The City seeks a customized annual training solution for our municipal supervisors across a variety of departmental divisions. The City's intent is to procure consulting services for the design and development of a supervisory training and leadership development program. Delivery of annual or regular training and materials may be proposed as an additional service and should be clearly identified as a separate cost item.

Project Objectives

The consultant will develop a structured supervisory training program intended to establish consistent leadership expectations, improve employee engagement, strengthen accountability, and build a leadership pipeline.

The selected consultant shall:

1. Conduct an organizational assessment and training needs analysis.
2. Develop a supervisory competency model for City supervisors.
3. Recommend customized training curriculum, course sequence, and annual training schedule.
4. Create instructor guides and participant materials.
5. Develop desktop quick-reference job aids and coaching tools.
6. Create/conduct customized scenario-based exercises relevant to municipal operations.
7. Develop implementation and sustainability plan.
8. Record training content for future use and trainings.
9. Final report summarizing findings, recommendations, and program framework.

Program materials can be a combination of existing training materials, core training guides, quick reference tools, scenario-based learning, in-person, video, and on-line resources, etc.

The City has identified some areas of interest and need from compiled staff review and survey information. Consultant will review survey information, employee annual review performance measures templates, and internal training needs to align an overall training schedule with additional customized identified areas of development, materials, and best practices in organizational and municipal management. Some exclusive proprietary training exists and will need only be referenced in materials to be incorporated into an overall training schedule yet handled internally.

Essential City of Joplin Supervisor Skills and Training Required

1. Managing, Coaching, and Respecting People
2. Setting Goals and Expectations
3. Running Effective Team Meetings and Agendas
4. Documenting Decisions, Programs, and Assignments
5. Timekeeping (internal training)
6. Performance Management, Annual Reviews, and Reporting (internal training)

7. Human Resources, Hiring, and Personnel Policies (internal training)
8. Technology and Organizational Systems (internal training)
9. Safety, Risk Management, and Incident Reporting (internal training)
10. Budget, Forecasting, Purchasing, and Resource Management (internal training)

Higher-Level Competency Themes Needing Best Practices Content

1. Leadership Development and Decision-making
2. Stress Management and Resiliency
3. Conflict Resolution and Difficult Conversations
4. Budgeting and Financial Management
5. Coaching, Performance Management and Employee Evaluations

Proposal Requirements

Proposals should include firm qualifications, project team, relevant experience, methodology, timeline, three similar references, and a detailed cost proposal of stages of development

Proposals shall include a detailed cost breakdown that identifies:

1. Discovery and organizational assessment
2. Program design and curriculum development
3. Content creation, recording, and supporting materials
4. Optional instructional delivery services
5. Travel expenses (consultant will present at least once final report in person to City Council)
6. Optional ongoing coaching or consulting services
7. Any annual licensing or subscription costs

Evaluation Criteria

Understanding of Project and Approach (20%), Relevant Experience (20%), Program Design Methodology (20%), Municipal Government Experience (10%), Cost and Value (30%).

RFP Released by the City		November 24, 2026
Deadline for Final Questions		December 4, 2026
City Responses to Submitted Questions		December 9, 2026
Submission Deadline		January 5, 2027 by 2:00pm (CST)
Interviews as needed	+	January 2027
Contract Finalization		January 2027
Council to Award Contract		January/February 2027

Bid Sheet

Supervisory Training and Leadership Development Program

Bid Number 2027-RFP-06

Cost Breakdown and Total Bid Amount:

Company:

Address:

Telephone:

Contact Person:

Signature:

Mark Bid Envelopes:

Bid Number 2027-RFP-06 Supervisory Training and Leadership Development Program, 602 South Main, Joplin, MO, 64801, ATTN: Human Resources, Michelle Ducre

Questions concerning the specifications and bidding procedures should be directed to Tony Robyn, Assistant City Manager, 602 South Main, Joplin, MO, 64801, emailing trobyn@joplinmo.org, or by phoning 417-624-0820 x 1203.