



**FEDERAL TRAINING INSTITUTE PARTNERSHIP (FTIP)
A Public Non-Profit Partnership with Federal Agencies & the
League of United Latin American Citizens (LULAC)**

FTIP Request for Proposals

LULAC is pleased to announce a Request for Proposals for the **Federal Training Institute Partnership** leadership workshops and coaches. We invite you to submit a proposal to present at the aforementioned event to be held at the **National Institutes of Health (NIH), Natcher Conference Center, Building 45, Bethesda, MD (September 20-21, 2017)** and at the **U.S. Department of Health and Human Services, 200 Independence Avenue SW, Washington, D.C (September 22, 2017)**.

We respectfully ask all presenters to contribute their time pro-bono. Your collaboration, expertise, and knowledge will help nurture the development, growth, and motivation of government employees by maximizing their talents and encouraging them to pursue leadership positions within the federal government.

Sara E Clemente Sosa

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Director of Federal Affairs
The League of United Latin American Citizens (LULAC)

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**Request for Proposal
Federal Training Institute Partnership (FTIP) Workshop Presenter**

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Purpose: Developing Leaders and Taking Control of the Current Environment

LULAC understands that the government budget cuts have caused many Federal agencies to suspend training, educational and public outreach programs. However, we believe that the Federal government workforce needs to represent the population it serves. Therefore, it is critical that we continue addressing Hispanic under-representation and the challenges that many Federal agencies may have in retaining and developing Hispanics within their agencies.

In an effort to show our continued support and assist Federal agencies in addressing the aforementioned issues we are working with Federal agencies to ensure we continue developing federal employees through the FTIP.

The purpose of this Request for Proposal (RFP) is to solicit proposals for FTIP workshop speakers and Coaches. Workshop presenters/coaches will provide Washington, D.C. metro area Federal employees with the opportunity to participate in the leadership training sessions and continue developing their leadership skills at no cost.

We request that all presenters agree to contribute their time and expertise **pro-bono**. Your collaboration, expertise and knowledge will help nurture the development, growth, and motivation of government employees to maximize their talents and encourage them to pursue leadership positions within the Federal government.

I. DATES AND LOCATION

September 20-21, 2017

Senior Executive and Leadership Development Training

National Institutes of Health

Natcher Conference Center, Building 45, Bethesda, MD

September 22, 2017

Senior Executive Roundtable and Speed Mentoring for GS 13 – 15

Limited to 50 participants.

Leadership Roundtable & Speed Mentoring for GS 9 – 12

Limited to 50 participants.

We will hold both roundtable sessions at the U.S. Department of Health and Human Services, 200 Independence Avenue SW, Washington, D.C. on September 22, 2017

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II. AUDIENCE

Professionals who serve in the Federal and State government

III. BACKGROUND

LULAC is a non-profit organization founded in 1929. It is the oldest and most widely respected Hispanic civil rights organization in the United States of America. The founders of LULAC started the LULAC National Convention, which hosts the LULAC Federal Training Institute (FTI).

The Federal Training Institute Partnership, a Public Non-Profit Partnership between Federal Agencies & the League of United Latin American Citizens (LULAC), was created May 2013 by LULAC and cadre of Federal employees who have served or are currently serving in Federal leadership positions. It provides an intensive and structured career-development program for government employees. The FTIP offers plenary sessions, workshops and executive coaching sessions. It is designed to enable government employees to enhance their leadership skills and develop the Executive Core Qualifications required for leadership positions and entry into the Senior Executive Service.

Workshops

The FTIP workshops must address one of the [Executive Core Qualifications \(ECQ's\)](#) and/ or one of the **Fundamental Competencies** identified by Office of Personnel Management (OPM) in compliance with **5 U.S.C. Chapter 41**. See below for detailed information on the ECQ's.

Executive Core Qualifications (ECQs)

The Executive Core Qualifications (ECQs) define the competencies needed to build a federal corporate culture that strives for results, serves customers, and builds successful teams and coalitions within and outside the organization. The ECQs are required for entry to the Senior Executive Service and are used by many departments and agencies in selection, performance management, and leadership development for management and executive positions.

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Executive Core Qualifications:

ECQ 1 Leading Change

ECQ 3 Results Driven

ECQ 5 Building Coalitions

ECQ 2 Leading People

ECQ 4 Business Acumen

Executive Coaching (September 22, 2017)

There will be Executive coaching sessions for GS 13 – 15 and GS 9 – 12 employees. In these sessions, we are looking to have Senior Executives, GS 15 leaders, and/or 2016- 2017 LMP attendees serve as coaches. We want the coaches to have candid conversations about their career paths. We would also like them to share their knowledge on the key areas of Opportunities & Challenges in the Senior Executive ranks, Leadership Essentials, Career Transitions, etc.

IV. GENERAL INFORMATION

1. Address questions about this RFP to Sara E. Clemente, LULAC Director of Federal Affairs and/or via e-mail at sclemente@lulac.org or by calling 202-734-7200.
2. You must submit your proposal by August 25, 2017 via e-mail to sclemente@lulac.org
3. All qualified persons are encouraged to submit proposals.
4. FTIP workshops need to address one of the Executive Core Qualifications (ECQ's) and/or one of the Fundamental Competencies listed in www.opm.gov/ses/recruitment/ecq.asp
5. You may submit workshop proposals addressing any of the ECQ's as a package or separately.
6. FTIP workshop presenters must provide an electronic copy of the materials that he or she will use by Friday, September 15, 2017. Please note that we will share and post the presentations on the LULAC website immediately after the FTIP event.
7. The FTIP coordinators (LULAC Director of Federal Affairs and/or FTIP Co-Chairs) reserve the right to select proposals that meet the planned events as well as the criteria provided within this RFP.
8. When submitting your proposal via e-mail please include **2017 FTIP Workshop Proposal and/or FTIP Coach** in the subject line.

V. GENERAL INSTRUCTIONS

The Director of Federal Affairs/FTIP Coordinator and Co-chairs will evaluate the proposals received and select the workshop speakers that meet the supplied criteria to participate in the FTIP. The Director of Federal Affairs will hold discussion(s) with the potential speakers

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as needed and will contact the speakers who best address the ECQ's and/or the Fundamental Competencies of the same in their proposed workshop(s).

We will evaluate the proposals based on the following elements:

1. The proposed workshop topic must identify and address one of the ECQ's and/or one of the Fundamental Competencies of the same.
2. Quality of performance at previous conferences as well as the potential presenter's experience in the field of the workshop.
3. Capability of the potential workshop speaker to provide FTIP workshops on September 20-22, 2017. If not available on all the aforementioned dates, please advise what dates you are available.
4. Provide the information requested below on the **LULAC FTIP Workshop Presenter Proposal Form** supplied in the RFP package.

A. Contact information (as you would like it to appear in the program book):

- Full name
- Title and Grade (if applicable)
- Name of Federal Agency and/or company to which you are affiliated. We request that you provide the complete name and acronym in parenthesis.
- Mailing address
- Phone number with area code
- email address
- Cell phone number
- Fax number

B. Brief Biography (150 words or less)

Your bio may appear in promotional materials, LULAC website, the FTIP program book, and/or related conference literature.

C. Workshop Information

A. Workshop Title

B. Workshop Description

Describe the proposed topic for your presentation. This description will appear in the FTIP program book and other promotional materials. LULAC may revise the description for consistency and applicability.

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C. Presentation Track

Indicate the ECQ and/or Fundamental Competency your workshop will address. Your workshop may cover multiple ECQ's. Please choose at least one of the following:

ECQ 1 Leading Change
ECQ 2 Leading People
ECQ 3 Results Driven

ECQ 4 Business Acumen
ECQ 5 Building Coalitions

D. Indicate the times you are available to present (September 20-21, 2017).

September 20, 2017	FTIP Workshop – Leadership Training 8:30 a.m. – 5:00 p.m.
September 21, 2017	FTIP Workshop – Leadership Training 8:30 a.m. – 5:00 p.m.
September 22, 2017	Executive Coaching (SES members, GS 15, LMP attendees) 8:30 a.m. – 12:00 p.m.

E. Identify your Audio Visual requirements.

D. FTIP Workshop Schedule

September 20-22, 2017	8:00 a.m. – 5:00 p.m.
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VI. PROPOSED TIMELINE

On or Before	Activity
Friday, August 25, 2017	Workshop speaker deadline to submit, make any changes to workshop descriptions, bios and/or photos for program book.
Friday, September 8	All program book info/materials (agency head letters, speaker bios, photos, etc.) must be in the hands of the Program Book committee
Thursday, September 14	Workshop Speaker/Moderator meeting and/or teleconference.
Friday, September 15	Workshop presenters submit copy of presentation
Wednesday, September 20 & Thursday, September 21, 2017	FTIP On-site registration/check in Location: NIH
Friday, September 22, 2017	FTIP Roundtable registration/check in Location: HHS

VII. FORMS

1. Workshop Presenter
2. Roundtable Coach

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FORMS

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WORKSHOP PRESENTER FORM

Complete and submit via email to sclemente@lulac.org by **August 25, 2017**

We invite you to join the LULAC FTIP committee as a workshop presenter. Your collaboration, expertise, and knowledge will help nurture the development, growth, and motivation of government employees by maximizing their talents and encouraging them to pursue leadership positions within the federal government.

A. Contact Information:

*Name:

*Title:

* Grade (If applicable):

*Agency/Company/Organization:

*Address:

*City, State Zip Code:

*email:

*Phone:

Cell Phone:

Fax:

B. Biography: (150 words or less)

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C. Photograph

We ask all workshop presenters to please send us a photo (".JPG" files with 300 DPI resolution) as a separate attachment to the email used to submit your proposal.

D. Workshop Information

F. Workshop Title

G. Workshop Description (200 words or less)

H. Presentation Track

Indicate the ECQ and/or Fundamental Competency your workshop will address. Your workshop may cover multiple ECQ's. Please choose at least one of the following:

ECQ1 Leading Change

ECQ 2 Leading People

ECQ 3 Results Driven

ECQ 4 Business Acumen

ECQ 5 Building Coalitions

I. Indicate the times you are available to present (September 20-21, 2017).

September 20, 2017 FTIP Workshop – Leadership Training
8:30 a.m. – 5:00 p.m.

September 21, 2017 FTIP Workshop – Leadership Training
8:30 a.m. – 5:00 p.m.

September 22, 2017 Executive Coaching
8:30 a.m. – 12:00 p.m.

All

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J. Identify your Audio Visual requirements.

E. Formal letter/invitation addressed to you and/or your supervisor.

Do you require a formal invitation from LULAC? If so, please provide the following information for all parties that you need to receive the invitation.

1. Supervisor Name:

Title:

Street Address:

City, State, Zip Code:

E-mail Address:

Phone Number:

2. Supervisor Name:

Title:

Street Address:

City, State, Zip Code:

Email Address:

Phone Number:

Comments:

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ROUNDTABLE COACH FORM

Complete and submit via email to sclemente@lulac.org by **August 25, 2017**

We invite you (SES, GS 15 and LMP attendees) to join the LULAC FTIP committee as a Roundtable coach. Your collaboration, expertise, and knowledge will help nurture the development, growth, and motivation of government employees by maximizing their talents and encouraging them to pursue leadership positions within the federal government.

A. Contact Information

(*Required Information)

***Name:**

***Title:**

*** Grade: (If applicable)**

***Agency/Company/Organization:**

***Work Address:**

***City, State Zip Code**

***E-mail:**

***Phone (where you would like to be reached):**

Cell Phone:

Fax:

B. Photograph

All workshop presenters are asked to attach a photo (".JPG" files with 300 DPI resolution) as a separate attachment to the e-mail used to submit your proposal.

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C. Biography: (200 words or less)