



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

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PURCHASE ORDER

Vendor Address
 Vendor Address Number 155535
 AMERICAN DEMOCRACY INSTITUTE INC
 DBA IMPACT CENTER
 7222 TIMBER LANE
 FALLS CHURCH VA 22046

Mail Invoice to
 COH HOUSING & COMMUNITY DEV
 FINANCIAL SERVICES SEC, ACCT PAY
 P.O. Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500284692-0 / 07/17/2018
 CoH Vendor Number 155535
 Page 1 of 1
 Buyer's Name Clarence Moton 454
 Buyer's Telephone Number 832-394-6212
 Buyer's Fax Number
 Buyer's E-mail Address clarence.moton@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
 PROCUREMENT SERVICES
 601 SAWYER, 4TH FLOOR
 HOUSTON TX 77007
 USA

Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: JOHN HART

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91883 ORGANIZATIONAL DEVEL Executive Coaching	48,500.00 / AU	48,500.00
			Please see the attached Proposal.		
	Gross Price		48,500.00 USD	1.000	48,500.00
			Expected value of unplanned services: 48,500.00		
			Delivery Date: 12/31/2018		
Total ****					USD 48,500.00

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

[Signature] Mayor
[Signature] Chief Procurement Officer
[Signature] Controller

SAM Search Results
List of records matching your search for :

Search Term : the* impact* center*
Record Status: Active

ENTITY	Impact Center , The	Status: Active
DUNS: 801467395	+4:	CAGE Code: 59ZB5 DoDAAC:
Expiration Date: Mar 27, 2019	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 821 Word Plz	City: Rocky Mount	State/Province: NORTH CAROLINA
ZIP Code: 27804-1790		Country: UNITED STATES

Housing and Community Development

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number: 5000 Funding Source: CDBG DR17 Cost Center: 3200030002 G/L Account: 522430 Business Area: 3200 Internal Order: DE3200001 - 2018 BFY: 2018 Grant: 32000001 - 2018 Funds Reservation: Funds Approval Mgr:		Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: \$48,500 Procurement Staff: Priority: Notify Department: Notify Department:	
Requestors Signature: <i>K. Domeracki</i> Date:		Supervising Manager (Purchase under \$5,000) Manager: Date:	
Buyer's Signature: <i>Clarence Moter</i> Date: 7/19/18		Funds Approval Signature: Date: 7/10/2018	
Procurement DPU Signature: <i>Jywanne L. Rhone</i> Date: 7/17/18		(Purchase over \$5,000) CFO Signature: <i>[Signature]</i> Date: 7/10/18	
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date: _____		Director Signature (Only Consultant Services) Director or Designee: <i>[Signature]</i> Date: _____	
Attachments			

jhart@the-impact-center.org



**IMPACT CENTER RESPONSE TO
CITY OF HOUSTON HOUSING AND COMMUNITY DEVELOPMENT RFP
FOR EXECUTIVE COACHING & LEADERSHIP DEVELOPMENT SERVICES**

JULY 6, 2018

The Impact Center (Impact Center) respectfully submits this proposal to The City of Houston’s Housing and Community Development Department (HCDD) for executive coaching and leadership development services.

BACKGROUND. In the wake of Hurricane Harvey’s devastating flood waters, HCDD has been at the center of the response and recovery efforts. As a result, HCDD leadership team has undergone a profound transformational change in its roles and responsibilities. HCDD is seeking assistance for executive coaching and leadership development services for its senior staff to maximize its performance in the wake of the devastation of Hurricane Harvey. The Impact Center, proposes delivery of successful team facilitation services and high-level executive coaching to provide support for the Director and senior staff by identifying areas for strengthening individual leadership and team collaboration, creating individualized development plans, trying new leadership behaviors and strategies, and receiving feedback to continually improve.

SCOPE OF WORK. The Impact Center proposes providing HCDD with leadership development services through team facilitation and executive coaching to strengthen individual leadership capacity and team collaboration.

Team Facilitation & Coaching	Activities
Stakeholder feedback collection on staff’s current strengths and leadership capabilities	Solicit feedback and input from senior staff, designated staff members, and other key stakeholders
On-Site Team/Staff Assessments	Administration on-site team and staff assessments
On-Site Team Facilitation Sessions	By the end of the team facilitation sessions, HCDD senior staff will have a better understanding of: <ul style="list-style-type: none"> ➤ Each person’s unique strengths and how this contributes to the team’s functioning along with an increased trust in each other ➤ Establishing parameters of accountability and ownership ➤ Tools and knowledge for team self-correction
Individualized Development Plans (IDP) for Senior Staff	Create and implement individualized development plans with specific leadership goals for senior staff
Executive Coaching Sessions	Provide real-time support through coaching sessions as staff incorporate feedback/recommendations

SAM Search Results
List of records matching your search for :

Search Term : american* democracy* institute*
Record Status: Active

No Search Results

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ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements coming in June.

Search Results

Current Search Terms: american* democracy* institute*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.

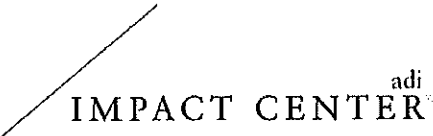


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IMPACT CENTER^{adi}

Recommend new leadership techniques and practices to increase team capacity	Facilitate discussion and feedback on new leadership techniques/behaviors
Availability for conference calls and on-site meetings as required	Throughout coaching relationship

QUALIFICATION. The Impact Center will leverage the same proven team facilitation and executive coaching model that it has successfully applied with senior executives of public organizations to address strategic challenges and deliver results. See Appendix.

WORK SCHEDULE Impact Center proposes the following assumptions regarding frequency and timing of team facilitation and executive coaching sessions:

- On-site team facilitation session and assessments in August
- Regularly scheduled coaching sessions, one hour in duration
- Estimated number of coaching sessions (72)
- Availability for conference calls and onsite meetings as required
- Expected duration through December 2018

DELIVERABLES AND COST. Impact Center proposes a total amount not to exceed \$48,500. A breakdown of costs follows:

Deliverables	Estimated Costs
On Site Team/Staff Assessments and Team Facilitation Session <ul style="list-style-type: none"> • Team/Staff Assessments (9 Participants) • Customized Program Curriculum Design and Delivery • Session Facilitations • Post-session Recommendations for leadership development and capacity building • Final program evaluation with recommended steps for continued development 	\$24,500
Executive Coaching Sessions: <ul style="list-style-type: none"> • One-one coaching sessions • Individualized Professional Development Plans Cost Assumptions: 72 coaching sessions (9 staff x 8 sessions) x Billing Rate (\$300)	\$21,600
Travel (Airfare, lodging and expenses related to delivery of services)	\$2,400
Total Cost	\$48,500

**Consulting activities may require additional expenses deemed necessary to perform the work. Conference facilities, assessments instruments, and additional travel are to be mutually determined and not included in the pricing and will be subject to approval by HCDD and invoiced at cost with receipts.*

In closing, thank you for the opportunity to submit this proposal. We are excited at the prospect of helping HCDD think creatively not only about how they can grow individually as leaders, but how they can actively support each other in that endeavor.

APPENDIX

About the Impact Center

The Impact Center works with mission driven organizations to enhance their performance and strengthen interpersonal relationships through meeting facilitation, training, executive team retreats, and executive leadership development, including one-on-one coaching. Because of our experience with public institutions, we uniquely understand the challenges and needs that senior leaders and their staff face operating in challenging environments.

Among a broad range of mission-driven clients include: US Department of Housing and Urban Development, World Bank, CIA, Human Rights Campaign, National Institutes of Health, and the heads of federal agencies and senior Executive Branch leaders and staff of the United States Government.

Teambuilding Facilitators and Executive Coaches

John Hart, Founder and CEO

A recognized expert on leadership, John helps leaders and institutions develop capacity for improved performance. As a seasoned coach, facilitator and program designer, he has worked with senior level executives and executive teams at the highest levels of public organizations.

Known for establishing trusted advisory relationships, John applies his diverse experience and senior consulting expertise to achieve breakthrough, long-term results. Clients consistently credit John with providing keen insights into their individual motivation and group and organizational dynamics, as well as enhancing the depth and breadth of their thinking and decision-making.

A broad range of public organization clients, including the US Department of Housing and Urban Development, World Bank, National Institutes of Health, and the heads of federal agencies and senior Executive Branch leaders and staff of the United States Government, engaged John to facilitate strategic and team building sessions and provide executive coaching with senior executives and their teams to build individual leadership capacity, strengthen inter-personal relationships and enhance their organizational performance.

John was the Project Manager for the Presidential Appointee Leadership Program. The program featured a White House-Cabinet Retreat for the President, Vice President, all 22 Cabinet-rank officials, and senior White House staff. Additionally, John has facilitated chief executive level strategic programs for the President's Management Council, the U.S. Department of Transportation, U.S. Department of Housing and Urban Development, U.S. Small Business Administration, U.S. Department of Agriculture and the Office of the First Lady.

In addition to founding the Impact Center, John served as the COO of Safe Kids Worldwide, a division of Children's National Hospital. He advanced bi-partisan solutions to education as Director of Policy Implementation for the James B. Hunt Institute for Educational Leadership and Policy at the University of North Carolina, Chapel Hill. Before joining the Hunt Institute, John served as Vice President for Strategic Initiatives and Government Affairs for Ovations, a division of United Health Group, focusing on improving public, private and nonprofit sector partnerships in health care.

During the Clinton Administration, John served for four years as Deputy Assistant to the President and Deputy Director of Intergovernmental Affairs. Under Attorney General Janet Reno, John was appointed as Principal Deputy Director at the United States Department of Justice, Office of Community Oriented Policing Services (COPS). While at the Department of Justice, John traveled to Belfast to accelerate the reconciliation process in support of the Good Friday Peace Agreement.

An attorney by training, John practiced law in Washington, D.C. and served as Law Clerk to the Honorable James T. Turner of the United States Court of Federal Claims. He is a graduate of the Catholic University of America and Fordham University School of Law and the father of two daughters.

Alecia Coffey, Certified Executive Coach and Certified Facilitator

Alecia Coffey has focused professionally for over three decades on team facilitation and executive coaching as a counselor and trainer for the CIA. Her passion is helping others tap into their strengths while honoring their core values so they can craft both professionally and personally fulfilling lives. An experienced executive coach and facilitator, Alecia has worked for over three decades in public organizations with senior level executives to encourage clients to try new behaviors, consider other perspectives, and see new possibilities for themselves and others.

Alecia has an MS in Counseling from Virginia Tech, attended Georgetown University's program in transformational leadership coaching, and holds the Professional Coach Credential from the International Coach Federation. Married and a mom to fraternal twins, she hails from McLean Virginia

QUOTE REQUESTED BY:

CITY OF HOUSTON
Housing and Community
Development

PROCUREMENT SERVICES

601 SAWYER, STE. 400
HOUSTON, TEXAS 77007

ATTN: Clarence Moton

TELE: (832) 394-6212
FAX:



July 2, 2018

Vendor response from:

Name John Hart
Vendor 155535
Number
Address 601 13th St NW, Suite 1150N,
Washington, DC 20005
Contact Person John Hart
Telephone No. 202-783-8270
Facsimile No. N/A
CM/WDBE YES NO

Informal Request for Proposal

ALL PRICES MUST BE QUOTED **F.O.B. DESTINATION** QUOTES VALID FOR 30 DAYS

Proposal Due Friday, July 6, 2018

The Housing and Community Development Department invites your company to participate in a bid for the following services:

Scope of Service

Executive coaching and leadership development

SCOPE OF SERVICES

HCDD is seeking assistance to assess/increase senior staff capacity and leadership capabilities. The successful vendor must be able to:

- Provide support to the director and senior staff to strengthen individual leadership and team collaboration
- Solicit feedback and input on staff's current strengths and leadership capabilities
- Create individualized development plans for senior staff
- Recommend new leadership techniques and practices to increase team capacity
- Facilitate discussion and feedback on new leadership techniques/behaviors
- Provide real-time support through "coaching sessions" as staff incorporate feedback/recommendations

QUALIFICATION REQUIREMENTS

Vendors must have a demonstrated record of excellence in providing executive coaching and team facilitation services to public organizations.

PERIOD OF PERFORMANCE

This project is expected last through December 2018.

DELIVERABLES

- Onsite team/staff assessments (for nine persons)

- Program curriculum and individualized developmental plans for staff
- Recommendations for leadership development and capacity building
- Final evaluation of program with recommended steps for continued development

OTHER REQUIREMENTS

The selected vendors must be available for conference calls and onsite meetings as required to provide effective coaching and staff evaluation. HCDD anticipates a total of 72 one-one coaching sessions will be required in addition to team/individual assessments.

Services are to be rendered to: The City of Houston; Housing and Community Development Department, 601 Sawyer, Houston, Texas 77007 between the hours of 8:00 a.m. – 5:00 p.m. Please submit bids on company letterhead no later than cob Friday, July 6, 2018.

SIGNATURE _____ TOTAL _____

|

Moton, Clarence - HCD

From: Shah, Ketan - FIN
Sent: Monday, July 09, 2018 4:29 PM
To: Moton, Clarence - HCD
Cc: Rhone, Tywana - HCD; Domeracki, Kristen - HCD
Subject: RE: John Hart Consulting Services
Attachments: FW: John Hart Consulting Services - AMERICAN DEMOCRACY INSTITUTE INC DBA IMPACT CENTER

Clarence

Please find attached approved email from CPO for your request of professional service procurement. Attach CPO approved email and professional justification form with purchase requisition (PR). After attachment, move forward with procurement process.

Ketan

From: Moton, Clarence - HCD
Sent: Monday, July 09, 2018 10:13 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Domeracki, Kristen - HCD <Kristen.Domeracki@houstontx.gov>
Subject: John Hart Consulting Services

Hello Ketan,

Attached are the Informal Proposal (John Hart) and the Professional Justification Form for Mr. Jerry Adam's approval.

Thank you,
Clarence
832-394-6212



City of Houston Finance-Strategic Procurement Division

Professional Services Justification

General Information	Date: 2/12/18
Department: Housing and Community Development	Phone No: (832) 394-6204
Contact Name: Tywana Rhone	Email: tywana.rhone@houstontx.gov
Vendor Information	Requisition No.
Name: The Impact Center: John Hart, Vendor #155535	Purchase Order No.
Address:	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. Please also identify the annual cost of this good or service.

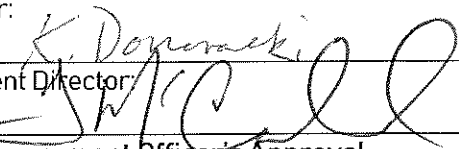
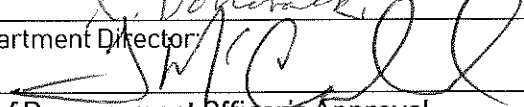
In the wake of Hurricane Harvey, the City of Houston's Housing and Community Development Department (HCDD) has been at the center of the response and recovery efforts. As a result, the HCDD leadership team has undergone a profound change in its roles and responsibilities; therefore, HCDD is seeking assistance to increase professional development and build team capacity for its executive team in order to optimize the department's recovery efforts. Services provided through this contract are expected to last through December 31, 2018 and are not expected to exceed \$48,500.

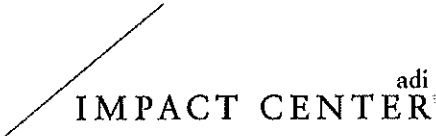
Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

Given the unprecedented amount of funding HCDD anticipates receiving in the wake of Hurricane Harvey, HCDD has the opportunity to reshape and rebuild resilient communities. To fully realize this opportunity, HCDD must have staff capable and ready to meet this challenge. Although HCDD's current executive staff have years of experience in managing disaster recovery efforts, they have never faced the volume of funding and need that HCDD anticipates handling over the next five years. HCDD needs outside assistance to help ensure that its senior staff are operating at maximum efficiency and are able to effectively lead their teams.

Due Diligence. Describe the due diligence performed that led to the conclusion that this service provider offers the best value to the city.

The Impact Center is a premier leadership development organization for high-impact individuals and institutions. Its CEO, John Hart, developed and executed leadership curricula for the Obama administration, and facilitated leadership programs for the President, Vice President, Cabinet Secretaries and other governmental offices. He and his team have extensive experience working with the leaders of public agencies to maximize their capacity and improve teamwork and leadership skills. Given this background, HCDD is satisfied that The Impact Center team possesses the skills and qualifications necessary to fulfill this scope of services.

Department Recommendation	
Requestor: 	Date: 4/29/18
Department Director: 	Date: 6/29/18
Chief Procurement Officer's Approval	
Signature:	Date:



**CONSULTING AGREEMENT
 BETWEEN
 CITY OF HOUSTON HOUSING AND COMMUNITY DEVELOPMENT
 AND
 IMPACT CENTER**

JUNE 28, 2018

Following is a consulting agreement between The City of Houston’s Housing and Community Development Department (HCDD) and the Impact Center (Impact Center).

AGREEMENT

1. **PURPOSE OF CONSULTING SERVICES.** In the wake of Hurricane Harvey’s devastating flood waters, The City of Houston’s Housing and Community Development Department (HCDD) has been at the center of the response and recovery efforts. As a result, HCDD leadership team has undergone a profound transformational change in its roles and responsibilities. The Director of HCDD, Tom McCasland, is seeking assistance for individual professional development and team capacity building for HCDD’s executive team to optimize its performance in the wake of the devastation of Hurricane Harvey. John Hart, the Founder and CEO of the Impact Center, will deliver successful team facilitation services and high-level executive coaching. The mutual goals of the consulting engagement are to provide support for the Director and the senior team by identifying areas for strengthening individual leadership and team collaboration, creating individual development plans, trying new leadership behaviors and strategies, and receiving feedback to continually improve.

2. **SCOPE OF WORK.** Under this agreement, Impact Center will provide team facilitation services and executive coaching to HCDD. Impact Center will leverage the same proven coaching model that it has successfully applied with senior executives of public organizations to address strategic challenges and deliver results. The approach is customized to the team and coachee’s unique needs and will begin yielding results in the initial assessment phase.

Impact Center’s team facilitation and executive coaching will include the following activities:

Team Facilitation & Coaching	Activities
Stakeholder Feedback Collection	Interview senior executive team leaders, designated staff members, and other key stakeholders
Team and Individual Assessments	Administration and interpretation of assessment instruments to be mutually determined
Team and Individual Feedback Reporting	Interpret and report stakeholder feedback
Team Facilitation Sessions	By the end of the team building sessions, HCDD senior leadership team will have a better



**Consulting activities are illustrative and may include additional activities incurred by the Impact Center deemed necessary to complete the work. Conference facilities and Assessments related to the team building session are to be determined and not included in the pricing and will be subject to approval by HCDD and invoiced at cost with receipts.*

- 6. **BILLING.** Impact Center will submit detailed monthly invoices to HCDD for delivery of facilitation and coaching services and approved expenses. Monthly invoices should be submitted by email to Kristen Domeracki, (Kristen.Domoracki@houstontx.gov) with a cc to Tom McCasland (Tom.McCasland@houstontx.gov). Assessments, travel, and lodging related to the delivery of services will be subject to approval by HCDD.
- 7. **CONFIDENTIAL INFORMATION.** Impact Center will keep all information learned about HCDD through this relationship confidential, including information about staff and clients, except as it is legally required to disclose information. Any confidential records provided by HCDD to Impact Center during the course of its consultancy will be returned at the end of the engagement.
- 8. **STATUS AS AN INDEPENDENT CONTRACTOR.** Impact Center is an independent contractor to HCDD. That means that for all purposes, including but not limited to the Federal Insurance Contributions Act ("FICA"), the Social Security Act, the Federal Unemployment Tax Act, income tax withholding requirements, Texas Disability Insurance, the Worker's Compensation act, and all other applicable federal, state and local laws, rules and regulations, Impact Center is not, and will not be treated as an employee of HCDD. Impact Center is not eligible for any of the benefits paid to employees of HCDD, including but not limited to workers' compensation and health insurance.
- 9. **TERMINATION.** Either party may choose to terminate this agreement before the end of the agreement term. HCDD will provide Impact Center with at least 30 days' written notice of early termination. Impact Center will work during the notice period to complete critical assignments. If Impact Center should find that it cannot continue providing services under this agreement, Impact Center will give HCDD at least 30 days' written notice of termination of the agreement and complete critical assignments during the notice period. Written notice may be by email.
- 10. **APPROVAL.** This agreement is subject to written approval by HCDD.

SIGNATURES AND DATES

Tom McCasland
Director
City of Houston's Housing and
Community Development Department

John Hart
CEO
/ Impact Center

Date

Date