



Beaumont-Cherry Valley Water District
560 Magnolia Ave,
Beaumont, California 92223
(951) 845-9581

Beaumont-Cherry Valley Water District

Informal Request For Professional Services LEADERSHIP DEVELOPMENT / TRAINING / MISSION STATEMENT

Posting Date
May 11, 2026

Due Date
Tuesday, May 26, 2026 at Noon

The Beaumont-Cherry Valley Water District (BCVWD) seeks proposals from qualified consultants to deliver leadership and public service training tailored for five elected Board Members. The program should emphasize effective governance, public service values, and collaborative leadership, and lead the Board in a mission and values exercise. Training will be scheduled in June - July 2026.

BCVWD is a local government agency, formed in 1919 as the Beaumont Irrigation District under California Irrigation District Law, Water Code Section §20500 *et seq* with a name change to the Beaumont-Cherry Valley Water District in 1973. The District located approximately 75 miles east of Los Angeles along Interstate 10. The District provides potable and non-potable water services to almost 50,000 residents in a 28-square mile service area that includes the City of Beaumont and the unincorporated community of Cherry Valley in Riverside and San Bernardino Counties in Southern California.

A five-member elected Board of Directors governs the District. The General Manager administers the District's day-to-day operations by policies and procedures established by the Board of Directors.

For more than 100 years, the Beaumont-Cherry Valley Water District and its Board of Directors (BOD) have provided residents and businesses in the City of Beaumont and the community of Cherry Valley with a safe and reliable water supply at the lowest possible cost.

The District ensures long-term sustainability through development of local water resources and continues to be recognized in the community for transparency, integrity, and dedication to providing high-quality drinking water to all customers.

1. OBJECTIVE

This is an informal inquiry process.

The Board of Directors (five elected officials) has requested leadership training. Currently, there are no apparent issues with Board activities, communication, or protocols.

We would also like to develop a mission statement for Board consideration and adoption, and District values.

Professional staff members may attend for backup or administrative purposes but are not program participants.

2. SCOPE OF SERVICES

Potential Topical Areas for training:

- A. Roles and Responsibilities of Elected Officials: Legal, ethical, and fiduciary duties of Board Members.
- B. Governance vs. Management: Differentiating policy-level decisions from staff/operational responsibilities.
- C. Effective Board Dynamics: Building trust, consensus, and managing conflict.
- D. Strategic Thinking: (but NOT strategic planning) keys to long-term planning, and aligning with community priorities.
- E. Decision-Making Skills: Frameworks for effective, transparent, and defensible Board decisions.
- F. Public Communication: How to communicate with stakeholders, ratepayers, and staff professionally.
- G. Effective and Efficient Meetings: Best Practices.
- H. Public Service Values: Accountability, stewardship, and community engagement.
- I. Mission statement development / organization values session.

The proposal may include all or some of these items or recommended variations.

3. VENDOR PRICING REQUEST

Please provide pricing for recommended Training Components. The Board has not defined a desired time frame for sessions. The final schedule will depend on consultant's suggestion and Board member availability. We suggest pricing for two or three different options such as:

- Two, 4 to 6-hour sessions delivered over two days.
- One half-day session (4 hours).
- Three 2-hour sessions during the workweek
- Individual 30-minute interviews with each of 5 Board Members (for needs assessment and customization).

And/or, include a recommendation or your typical training scenario. BCVWD will select from the components based on the Board's preferences and determination. BCVWD prefers the prices to reflect all-inclusive costs, but we understand the flexibility of this request may not allow for a comprehensive price.

Please also provide an hourly rate for add-ons:

- One-on-one coaching (per hour).
- Hourly rate for out-of-scope work (as needed and pre-approved).
- All-Inclusive Costs: Please indicate if pricing includes travel, meals, and administrative expenses. If not, specify additional costs.
- Optional: Provide any package or discounted pricing for multiple sessions delivered within the same contract.
- Program: If you offer a set program at a flat rate that can be mildly tailored to BCVWD needs, please include that information.

4. SUBMISSION OF PROPOSALS

Proposal shall be submitted via email bearing the subject line: *Leadership Training* and addressed to:

Lynda Kerney, Executive Assistant
Beaumont-Cherry Valley Water District
Lynda.kerney@bcvwd.gov
560 Magnolia Avenue, Beaumont, CA 92223

Proposals must be delivered via email to the above address on or before Noon on Tuesday, May 26, 2026. (Proposals received after the above date and time will not be considered).

5. CONTENT OF PROPOSAL

Information should be presented in the order in which it is requested below.

- A. Transmittal Letter (2 pages maximum) addressed to Lynda Kerney, with the following information:
1. Identification of consultant, including name, address, email address and telephone number;
 2. Name, title, email address, and telephone number of the consultant's contact person during period of proposal evaluation;
 3. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal;
- B. Technical Proposal and Recommendation
- Straightforward, concise description of capabilities to satisfy the requirements of the request. Make a recommendation for the Board to consider as to program content, and time required to complete the program.
- Please limit the length of the technical proposal to six (6) one-sided pages (8.5 inches x 11 inches), inclusive of graphics, pictures, and photographs, and trainer resumes. Proposals should not include any unnecessarily elaborate or promotional material.
- C. References
- Provide two (2) client references in California. References should be public agencies similar to the District, particularly any Special Districts, and include the following information:
- Agency Name and Contact Information
 - Services provided

6. QUESTIONS REGARDING THIS Request

Inquiries due by email on or before 5:00 p.m. PT on May 22, 2026. All inquiries must include contact person, address, and email address. Responses to questions will be provided to all known respondents by May 25. Questions should be addressed to:

Lynda Kerney, Executive Assistant
Beaumont-Cherry Valley Water District
Lynda.kerney@bcvwd.gov

7. GENERAL TERMS AND CONDITIONS

- A. This Request does not commit the District to enter into a contract. The District expressly reserves the right to reject all proposals at its sole discretion and option, without indicating any reason(s) for such rejection. If all proposals are rejected, the District may or may not request additional proposals. The District may withdraw this RFP at any time without advance notice.
- B. The District reserves the right to postpone the process for its own convenience, should negotiations with the selected company be terminated, to negotiate with another company or to cancel any section of this plan. The District also reserves the right to apportion the award among more than one company.
- C. Any agreement resulting from this request will be executed only after successful negotiation of contract terms and conditions and all applicable procedural requirements have been met.
- D. The District reserves the right to remedy technical errors in the process, or waive informalities and irregularities in proposals. The District is not responsible for any errors or omissions on the part of the respondent in the preparation of a proposal. The District will not return any proposals.
- E. The District may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence or qualifications to perform the Services described.
- F. The District reserves the right to expand or diminish the scope of services subject to negotiation with the successful Proposer.
- G. The District is not required to select the proposal that may indicate the lowest price or costs.
- H. The District will not be liable for any costs incurred by responding firms related to the preparation and submittal of proposals, making of initial presentation to the District, negotiating a contract for services, or any other expense incurred by the Proposer prior to the date of an executed contract. In addition, no Proposer shall include any such expenses as part of the price proposed to conduct the scope of services for this project.
- I. Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals by delivering to Lynda Kerney a written request for withdrawal signed by, or on behalf of, the Proposer.
- J. Proposer will be expected to execute, in substantially the same form, the District's standard professional services agreement.