

REQUEST FOR PROPOSALS FOR
TRAINING RELATIVE TO CONDUCTING
EMPLOYEE PERFORMANCE EVALUATIONS

The City of Niagara Falls, New York is seeking an experienced trainer or team of trainers to provide training for City Department Heads and supervisory personnel (approximately 102) on how to conduct effective employee performance evaluations.

Such training shall be consistent with and follow the City's evaluation program, and must cover the following areas:

- Ensuring tasks and standards are up-to-date and appropriate
- Identifying sources of documentation to be used to evaluate job performance
- Methods and approaches to providing effective and positive feedback
- Collecting documentation during the evaluation period
- Conducting reviews and providing constructive feedback during the evaluation period
- Conducting a final formal evaluation meeting and addressing career planning activities
- Conducting a review when employees disagree with their rating
- How to develop an effective performance improvement plan.

The training may include lectures, role playing, group discussions, case analysis, simulations, worksheets, or any other types of training that will assist in the City's goal of implementing a successful evaluation program.

In addition, this training shall include methods, techniques, and approaches for providing constructive, non-threatening feedback and encouragement to work more effectively. This training should promote the City's commitment to the goals of the program, and stress the ways in which evaluations can facilitate staff development, succession planning, improve communications, increase productivity, identify training needs, improve standards for the City, and help employees realize their full potential and career goals.

The City is seeking an individual/company that has a successful track record in this field. Proposals must include a list of previous clients to whom you have provided this type of training, including name, address, contact person and telephone number of each reference. Resumes of the individuals who shall be doing the training are also to be included. List what type of training and method of providing this training you propose. Also, include a rate schedule with your proposal.

All proposals must be submitted in triplicate by 4:00 P.M., September 30, 2010 to the following address:

City of Niagara Falls
Purchasing Division
City Hall, Room 14-B
745 Main Street
PO Box 69
Niagara Falls, NY 14302-0069

For further information please contact Dean W. Spring at (716) 286-4371.