



## Request for Proposals (RFP)

### Training & Professional Development Services



## Introduction

The Southwest Missouri Council of Governments (SMCOG, pronounced 'sim-cog') is a regional planning organization serving 10 counties and 88 local governments across Southwest Missouri. SMCOG works collaboratively with communities, counties, and partner organizations to advance economic development, infrastructure investment, community planning, and regional coordination.

SMCOG operates in partnership with the Center for Resource Planning and Management (CRPM) at Missouri State University, which serves as its administrative agent and provides additional technical and professional support. Together, SMCOG and CRPM deliver planning, grant administration, and capacity-building services to local governments and regional stakeholders.

As part of our ongoing commitment to strengthening local capacity and supporting effective governance, SMCOG is launching a **recurring series of educational programming and professional development opportunities**. These sessions are intended to serve:

- Local government elected officials and staff
- Planning and zoning professionals
- Economic development organizations
- Regional Planning Commissions
- Nonprofit and institutional partners
- Other regional and statewide stakeholders

SMCOG anticipates offering **at least one training session per month** beginning in May 2026, with a mix of in-person and virtual formats. Proposals will be accepted on an ongoing basis to support the development of a rolling training schedule. **First date of consideration: April 20, 2026**

[Submit proposals using this online form.](#)

## Opportunity for Trainers & Organizations

SMCOG invites qualified individuals, firms, organizations, and subject matter experts to submit proposals to deliver training sessions on topics relevant to local government operations, planning and development, and economic development.

This initiative provides an excellent opportunity for organizations and professionals to:

- Share expertise with a broad regional audience
- Build relationships with local governments and partner organizations
- Increase visibility and recognition across Southwest Missouri and beyond

While presenters are welcome to highlight their experience and capabilities, **sessions must be educational in nature and not serve as sales presentations or promotional pitches.**

# Scope of Services

Selected respondents will provide training sessions that are informative, practical, and relevant to SMCOG's audiences. SMCOG will coordinate and manage logistics, including:

- Venue coordination (for in-person events)
- Virtual meeting platforms
- Event promotion and outreach
- RSVP and registration management
- Catering (if needed)
- On-site or virtual facilitation support

Presenters will be responsible for developing and delivering high-quality content and providing any necessary presentation materials.

# Topics of Interest

SMCOG is particularly interested in training sessions on the following topics:

## **Local Government & Governance**

- Missouri Sunshine Law & Open Records
- Conducting Effective Public Meetings
- Parliamentary Procedures
- Civility and Professionalism in Public Service
- Ethics in Local Government Decision-Making
- Building Public Trust and Transparency
- Navigating Political Environments as Public Servants
- Budgeting and Fiscal Policies
- Section 1983 and Legal Considerations
- Handling Controversial Projects or Public Opposition

## **Planning & Community Development**

- Zoning Basics or Planning and Zoning Board Training
- Housing Strategies (including zoning reform and local policy tools)
- Placemaking and Community Revitalization
- Data Centers
- Alternative Energy Production (solar energy parks, etc.)
- Downtown Revitalization
- Development Incentives (Opportunity Zones, TIF, CID, etc.)
- Capital Improvements Plan
- Floodplain Management/Disaster Mitigation
- Conservation Planning/Watershed Management
- Water and Wastewater Infrastructure

## **Technology & Operations**

- Cybersecurity for Small Municipalities
- Project Management Software
- Data Management for Local Governments
- Contact Management and Communication Software (CRPM platforms, HubSpot, etc.)

- Online Code Hosting Platforms / Codification Platforms
- GIS Hosting Platforms / Digitizing Maps
- Microsoft Outlook: Organization & Productivity
- Microsoft Teams: Collaboration Tools

### **Professional Skills and Organizational Effectiveness**

- Conflict Resolution and De-escalation
- Media Relations for Local Governments (Working with Press & Social Media)
- Managing Staff and Teams in Local Government
- Performance Management & Constructive Feedback
- Goal Setting & Accountability Systems
- Time Management for Public Sector Professionals
- Avoiding Burnout in Public Service Roles
- Working Across Departments and Silos

### **Regional Planning Commissions (RPCs)**

- Project Management Tools and Systems
- Timesheet Management and Internal Controls
- Effective CEDS Committee Facilitation/Engagement
- Regional Leadership and Collaboration

**SMCOG also strongly encourages respondents to propose additional training topics based on their expertise that would benefit our audiences.**

## **Proposal Requirements**

To keep the process accessible, SMCOG is requesting a streamlined proposal submission. Respondents must include the following information:

### **Basic Information**

- Name of individual or organization
- Contact person and contact information
- Organization type (e.g., private firm, nonprofit, government agency, consultant)

### **Session Information**

- Title of proposed training session
- Brief description of the session
- Intended audience(s)
- Estimated length (e.g., 1 hour, 2 hours, half-day, full-day)
- Preferred format(s):
  - In-person
  - Virtual
  - Hybrid
  - Luncheon-style
  - Workshop
  - Mobile tour / field session

## Learning Objectives

- At least two (2) clearly defined learning objectives

## Logistics & Requirements

- Any specific equipment or materials required (e.g., computers, AV needs, printed materials)
- Any requirements or preferences for venue setup

## Cost & Sponsorship

- Proposed speaking fee or cost structure (if any)
- Estimated travel or reimbursement needs
- Indication of willingness to:
  - Provide training pro bono, or
  - Offer sponsorships (e.g., covering refreshments, materials, or other costs)
- Confirmation of whether the respondent is comfortable with SMCOG charging a registration fee for participants

## Selection Process

Proposals will be reviewed by SMCOG staff, with input from selected regional partners and stakeholders as appropriate. Evaluation will consider:

- Relevance to target audiences
- Clarity and quality of proposed content
- Practical value and applicability
- Presenter experience and expertise
- Cost and overall feasibility

SMCOG may select multiple respondents and maintain a pool of training providers.

## Next Steps

SMCOG will contact selected respondents to:

- Confirm interest and availability
- Coordinate scheduling and logistics
- Finalize session format and expectations

Submission of a proposal does not guarantee selection for a training session.

## Submission Instructions

Proposals will be accepted on an ongoing basis to support the development of a rolling training schedule. **First date of consideration: April 20, 2026.** [Submit proposals using this online form.](#)