



# **Request for Proposal #032026 Part-Time Executive Director Services The Alameda Community Benefit Improvement District (TACBID)**

Issued: June 23, 2026

Proposals Due: July 7, 2026, no later than 11:59 p.m.

All proposals must be submitted electronically via email to:  
director7@the-alameda.com

Address All Correspondence To:  
The Alameda Business Association

**Heather Boshears, Chair of the TACBID**  
1346 The Alameda, Ste. 7-201  
San José, CA 95126

## **Background**

The Alameda Community Benefit Improvement District (TACBID) is a property-based assessment district formed to improve the cleanliness, safety, and economic vitality within the TACBID boundaries. TACBID delivers enhanced services that supplement City services, including cleaning, safety, and beautification. The district includes a diverse mix of small businesses, historic properties, multi-family housing, and is a key gateway to Downtown and the SAP Center area. See Exhibit A for TACBID Boundary Map.

## **1. Overview**

TACBID is seeking proposals from qualified firms or individuals to provide part-time Executive Director services. The Executive Director will support the administration, governance, and day-to-day operations of TACBID, including board support, contractor oversight, RFP management, program planning, reporting, coordinating and communicating with the landowners and coordination with the ABA and City of San José.

## **2. Scope of Work**

For the proposed scope of work, please specify whether work will be performed by independent contractors, subcontractors, or W-2 employees of your firm.

### **2.1 District Administration**

- Staff and support all Board and committee meetings.
- Prepare agendas, reports, packets, and meeting follow-up.
- Serve as parliamentarian to ensure meetings run efficiently.
- Maintain District records and compliance documentation.

### **2.2 Contractor and Program Management**

- Draft, issue, and manage future RFPs.
- Interview, select, and supervise service providers.
- Monitor vendor performance and reporting obligations.
- Approve invoices and coordinate with the ABA to ensure that the invoices are paid
- Coordinate quarterly program metrics.

### **2.3 City and Community Liaison**

- Serve as the primary point of contact with City departments.
- Track and report service needs such as graffiti, dumping, or safety issues.
- Provide regular communication to businesses and property owners.

### **2.4 Strategic Guidance**

- Assist with annual work plans, budgets, and priority-setting.
- Recommend improvements to district operations, services, or governance.

- Assist the ABA with its management of the TACBID and the contract with the City of San Jose

## **2.5 Scope Enhancement Suggestions**

Proposers are encouraged to recommend additions or improvements to the scope of work based on their expertise. Suggestions that enhance service delivery, increase efficiency, improve outcomes, or reflect best practices in business district management are welcomed. Any enhancements must be clearly described and separately priced.

## **3. Cost Proposal Requirements**

Proposers must include a clear cost breakdown, including:

- Hourly or monthly fee structure
- Manager or principal rate
- Staff or support personnel rate (if applicable)
- Any administrative overhead
- Optional services and associated rates
- Outline the Proposers ability to track time by project and submit invoices with project cost allocations

If proposing a flat rate, provide the assumptions that rate is based on.

## **4. District Support Requirements (If Any)**

Please confirm whether you are able to complete the services under this proposal entirely independently, without additional support required from TACBID, including but not limited to:

- Office space
- Storage space
- Equipment
- Software access

- Restroom access
- Any other operational needs

## **5. Additional Requirements**

Successful proposers must comply with TACBID policies, maintain required insurance (general liability, professional liability, and workers' compensation), and hold all applicable professional licenses. Proposers must also comply with the City of San José's wage requirements and all applicable labor laws. Proposer must comply with all State of California Laws and City of San Jose regulations regarding the governance and operation of the BID.

## **6. District Rights and Reservations**

TACBID reserves the right to reject any or all proposals, accept a proposal in whole or in part, withdraw or amend the RFP, request clarification or additional information, waive informalities, or modify the scope before or after a contract is awarded. TACBID may negotiate with one or more proposers and is under no obligation to award a contract.

## **7. Question and Clarification Instructions**

Questions regarding this RFP must be submitted in writing via email to [director7@the-alameda.com](mailto:director7@the-alameda.com). To ensure all proposers have access to the same information, answers to questions may be shared with all known potential proposers. Please include the RFP title in the subject line. TACBID will respond to questions as quickly as possible, but cannot guarantee responses to questions submitted after July 1, 2026.

## **8. Submission Instructions**

All proposals must be submitted electronically via email to:

[director7@the-alameda.com](mailto:director7@the-alameda.com)

Deadline: July 7, 2026 at 11:59 p.m.

## Exhibit A. TACBID Boundary Map

