REQUEST FOR PROPOSALS
for
AGENCY STRATEGIC PLANNING
CONSULTANT SERVICES

Garrett County Community Action Committee, Inc.

September 16, 2018

Garrett County Community Action Committee, Inc. (GCCAC) seeks a qualified, experienced, professional consultant or consultant firm to coordinate, and help facilitate a comprehensive agency strategic planning effort resulting in a five-year Strategic Plan addressing both sustainability of agency efforts and opportunities for engagement in new community initiatives consistent with GCCAC’s mission, and community need.

About Garrett County Community Action Committee, Inc.

Established in 1965, GCCAC is a non-profit community benefit corporation organized under section 501-c-3 of the internal revenue code. Its mission is to improve the quality of life for people in need by empowering them to become more self-sufficient and by providing essential services in collaboration and cooperation with partners.

The agency is governed by a Board of Directors comprised of 15 members who represent various sectors and constituencies within Garrett County. Over the past 53 years, the agency has emerged into a respected and capable community leader who has expanded the capacity to deliver needed services such as housing, community development, aging and nutrition, lifelong learning, family economic security and transportation. The agency is a respected voice and advocate on issues of policy on local, state, and federal levels as well as the policy interests of private funders and foundations. More recently GCCAC has become an acknowledged leader of the 2-Generation Approach for disrupting generational poverty cycles and has developed a proprietary client tracking software platform marketed nationwide. The software captures fundamental client data, tracks client assessments, case notes, and related client outcomes. Operating on a yearly budget of $15 million, the agency offers a broad and deep array of over 40 programs and services to assist those in need.

Given the mission of the agency, the involvement of GCCAC in responding to local needs and policy circles and given emergent ideas in a shifting political landscape, GCCAC seeks to create a new strategic plan that will guide the agency over the next 5 years beginning in October of 2019 in
order to remain at viable and agile organization.

**GUIDING PRINCIPLES FOR THE STRATEGIC PLANNING PROCESS**

As a community action agency, GCCAC’s mission and efforts are *community based* and *community driven*. It follows that any strategic planning process must, therefore, also be vested in the community which we serve. Ultimately, the plan becomes a dynamic, flexible roadmap that establishes outcomes, sets and prioritizes goals – complete with tasks and activities to accomplish our outcomes – assigns responsibility for carrying out goal-oriented activities, guides our thinking and program decision making, and holds us accountable for our actions within realistic timeframes.

Qualified consultants are invited to submit an original and three (3) copies of their proposal meeting the requirements described herein by **Wednesday, October 10, 2018 at 4pm**. Proposals are to be addressed to:

Garrett County Community Action Committee, Inc.
Gregan Crawford, VP of Strategic Initiatives
104 East Center Street
Oakland, MD 21550

GCCAC recommends that proposals be sent by registered mail with signature confirmation, or be hand delivered.

Garrett County Community Action Committee, Inc. reserves the right to reject any and all received proposals and this RFP does not commit GCCAC to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. GCCAC reserves the right to accept the proposal that it considers to be in its best interest. GCCAC will be the sole judge in making this determination. All materials submitted to Garrett County Community Action Committee, Inc. by consultants in response to this RFP become the sole property of GCCAC and can to be used at its discretion unless the submitting entity identifies any trademarks or patents that protect products submitted.

Thank you for your interest in working with Garrett County Community Action Committee, Inc.

_____________________________________________________
Duane Yoder, President
Garrett County Community Action Committee, Inc.
REQUEST FOR PROPOSALS (RFP)
for
AGENCY STRATEGIC PLANNING
CONSULTANT SERVICES

Scope of Work

The selected consultant shall provide the following services resulting in a board-approved strategic plan for Garrett County Community Action Committee, Inc.

Consultant Services

GCCAC seeks a qualified, experienced, professional consultant or consultant firm to assist and advise in an on-going 12 month effort to create a new strategic plan which will concluded with the adoption of the plan by September 30, 2019. The selected consultant will work closely with the Vice President of Strategic Initiatives to help coordinate participation, provide related needed data, and provide insight and resources as well as help to define outcomes related to strategies and goals.

Key objectives and activities of the strategic planning sessions would include activities such as:

- Assist with the facilitation of review the agency mission, strategies and goals;
- Conduct a Strengths, Opportunities, Aspirations and Results (SOAR) analysis of the agency;
- Assist in identifying and articulating strategies and goal statements;
- Lead the facilitation of key groups which may include: the Board of Directors, agency staff, and key stakeholder retreat(s) taking into account agency efforts, direction, and community needs;
- Produce a final product, the GCCAC Strategic Plan that takes into account vision, mission, and 4-7 strategic goals which will guide the organization for the next five years;
- Produce a final report of recommendations based upon the development of the plan.

INSTRUCTIONS FOR RFP

1. GENERAL INSTRUCTIONS

   A. Submission of Proposals

       All proposal information must be submitted in writing and should be reviewed carefully for accuracy and compliance with the RFP requirements. GCCAC will not be responsible for errors or omissions on the part of the firm in preparation of a proposal, and proposals may not be adjusted or amended after submission to GCCAC. GCCAC reserves the right to reject any and all proposals, or to waive any irregularities or information in proposals submitted under this RFP.

   B. Selection Process

       All eligible proposals will be reviewed and rated for Bidder qualifications, experience,
price, and suitability to complete the Scope of Work for this RFP. Oral interviews may be requested. GCCAC, at its discretion, may request presentations or additional information from any or all Bidders to clarify or negotiate modifications to the Bider’s proposals. The selection of a firm to carry out this Scope of Work will be made by the President and Board of Directors. There is no appeal process.

Received bid packets will be opened on October 11, 2018 at 9:30am in the first floor conference room located at Garrett County Community Action Committee, Inc., 104 East Center Street, Oakland, MD 21550.

C. **Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. Proposals received after 4 pm on October 10, 2018 may be refused.
2. The proposal does not follow the specified format and respond adequately to each item within these instructions.

D. **Withdrawal of Proposals**

Bidder may withdraw their proposal, either personally or by written request, at any time prior to the scheduled closing date and time for receipt of proposals.

E. **Small, Women and/or Minority-Owned Business**

Efforts will be made by GCCAC to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility of GCCAC is to select the proposal deemed most favorable with regard to the achievement of the Scope of Work requested.

A bidder qualifies as a small business firm if it meets the definition of *small business* as established by the Small Business Administration (13 CFR 121.3-8), by having average annual receipts for the past three fiscal years of less than four million dollars.

F. **Patent Indemnity**

The Bidder shall hold GCCAC, its officers, agents, servants, and employees harmless from liabilities of any nature or kind on account of use of any copyrighted or non-copyrighted invention, or article of appliance furnished or used under this RFP.

G. **Rights and Remedies of GCCAC for Default**

In case of default for any reason including circumstances beyond the control of Bidder or GCCAC, or contract violation or breach of contract by Bidder, GCCAC may procure the articles or services from another source and may recover the loss occasioned thereby from any unpaid balance due the Bidder or by proceedings against performance bond of the Bidder, if any, or by suit against the Bidder. The prices paid by GCCAC shall be considered the prevailing market price at the time such purchase is made.
H. Contacts

All requests for information regarding this Request for Proposals, by firms interested in submitting proposals should be directed in writing to Gregan Crawford, Vice President of Strategic Initiatives, GCCAC at gcrawford@garrettcac.org.

2. CONTENTS OF PROPOSALS

Bidders are required to submit proposals in the order and format described below. All questions, clarification requests and requests for information must be completed in writing and can be submitted via email or other trackable delivery means by October 4, 2018 by 4pm.

All responses will be posted at www.garrettcac.org under the “Announcement Menu.”

Requests received after the date of October 4, 2018 may not be accepted. Errors may be crossed out and corrections printed in ink and initialed by the person signing the bid. Quality of answers, not length of responses or visual exhibits, is desired. The complete proposal should not exceed eighteen (18) pages in total. 10-12 point font size is recommended in “Arial” or “Calibri” or similar style. All materials should be bound or stapled and placed in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposals
SEALED BID
Agency Strategic Planning Consultant Services
Bid Number: 2018-100

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of Bidder to insure that Garrett County Community Action Committee, Inc. receives the proposal by the date and time specified. Late proposals may not be considered. Proposals transmitted by facsimile or by electronic mail will not be accepted.

A. Bidder Credentials and General Background

Please provide a brief history of Bidder, including:

- Name and contact information and the names of any other participating consultants;
- Statement of qualifications to undertake this initiative;
- Detailed narrative description of the proposed approach which may include process, activities, methodology, instruments, and strategies you will employ to perform the Scope of Work;
- Timeline for completion;
- Fee and budget outline;
- Provide at least three client references for work of a similar nature completed in the past two and half years. Provide sufficient detail to support your qualifications to perform this Scope of Work. References must include:
  Organization name, address, contact name, phone number
Description of projects(s) completed

- Knowledge of and experience with non-profit agencies and specifically Community Action Agencies is preferred.

B. **Conflict of Interest**

Please provide a statement of conflicts your firm, sub-consulting firms and/or key employees may have regarding the provision of services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, state so.

C. **Minority, Women, or Small Business**

If the Bidder qualifies as a small, women, or minority-owned business, please provide documentation or qualifications.

D. **Authorization Acknowledgement Statement**

A statement of authorization like the one shown below must be completed and provided and be incorporated into the respondent’s proposal.

The undersigned hereby asserts that he/she is duly authorized to submit this proposal and to enter into a contract with Garrett County Community Action Committee, Inc. should he/she be selected and approved for services, as negotiated.

__________________________________________________________________________________________

Name of Firm/Consultant

__________________________________________________________________________________________

Name of Principal/CEO/Owner   Signature

__________________________________________________________________________________________

Title   Phone

__________________________________________________________________________________________

Address   City/State/Zip

__________________________________________________________________________________________

Date   License (if applicable)

__________________________________________________________________________________________

E-mail   FAX

End of RFP

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