Request For Proposals From Strategic Planning Consultants

Purpose

The East Isles Residents Association (EIRA) has initiated a Request for Proposal (RFP) process to identify qualified consultants to guide and execute a strategic planning process with our neighbors to facilitate the establishment of an organizational mission, vision, values, and objectives as well as provide recommendations on the organizational structure.

Who Is Eligible To Respond?

EIRA seeks consultants who demonstrate a strong overall understanding of the structure and purpose of nonprofit organizations, have strong facilitation skills, and have proven experience with nonprofit strategic planning. Knowledge of and experience with Minneapolis and its neighborhood organizations is highly preferred.

Qualifications that will be considered will include:
- Experience in successfully developing strategic plans
- Knowledge of collective impact or collaborative strategic initiatives
- Proposal cost
- Facilitation skills
- Experience in creating a neutral environment for obtaining input
- Experience in gathering and utilizing data to drive the strategic process
- Education
- Ability to constructively challenge key stakeholders
- Experience in inspiring others to thinking innovatively
- Project management experience
- Knowledge of Minneapolis and its neighborhood organizations

About The Organization

East Isles Residents Association (EIRA) is one of 70 neighborhood organizations recognized by the City of Minneapolis. The East Isles Neighborhood is located in southwest Minneapolis bounded by south side of W 22nd St to the north side of W Lake St, and E Lake of the Isles Pkwy to the west side of Hennepin Ave S. The organizational current mission statement, which we expect to revise during this process with your guidance, is to improve neighborhood livability, develop a greater sense of community, and promote the well-being of all of its residents.
Scope Of Work & Deliverables

We expect the project to include:

1. Design & execution of a strategic planning process that meets the criteria outlined in this RFP
2. Development of a process timeline that is agreed to with the organization’s leadership
3. Management of the project in accordance with the established process and timeline, in collaboration with organizational leadership
4. Development of an organizational mission, vision, values, and objectives and written recommendations on the organizational structure

The proposal should include:

1. A project plan that demonstrates a clear understanding of the work to be performed, estimated hours, and other information relevant to the project
2. Qualifications of all consulting staff who will be assisting with the project such as; education, position within consulting firm, years and type of experience
3. Time and cost projections

Potential Project Stages

Below, we have outlined stages that describe our current ideas about the scale of the project. However, we understand that strategic planning requires innovative, out-of-the-box thinking and are not committed to this exact formula. Please consider it a rough sketch of our expectations.

Stage 1: Planning
This stage requires the consultant to research and report the following in preparation for the strategic planning session. Items to be considered:

- Research the neighborhood’s history, recent initiatives, and structures. Assess current organizational effectiveness and identify issues.
- Benchmarking against the structures and similar mission statements or documents of other neighborhood organizations
- Gather input from neighborhood residents and leadership on EIRA's structures, and organizational mission, vision, values, and objectives

Stage 2: Develop Strategy
Collaborate with EIRA to identify and establish a new mission, vision, values, and objectives. Provide written recommendations on changes to the organizational structure and any other aspects of the organization as needed.
Stage 3: Implementation
At the consultant's recommendation, proposals may include follow-up sessions with EIRA leadership to gauge the progress of the implementation at 3 and 6-month points after plan delivery. Proposals may also include metrics to assess progress on goals or initiatives.

Proposal Format
Please include the following information in your proposal:
● Your approach to strategic planning
● A summary of your strategic planning experience
● Identify specific nonprofit sectors in which you have conducted strategic planning
● Sample project timeline with major tasks and milestones
● Detailed project budget not to exceed $15,000
● The proposal should include a work plan with a description of the activities to be conducted by the consultant to complete the work.
● Identification of any additional members of your team who will be involved with the project which should include their role and experience
● Relevant previous work product and client references

Process For Proposal Submission And Evaluation
Instructions for submission

Closing Submission Date
Proposals will be accepted until 5:00 pm (CST) February 13.

Inquiries
Inquiries concerning this RFP should be directed to EIRA Coordinator Jenna Egan at jenna@eastisles.org.

Conditions of Proposal
All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by EIRA.

Submission Instructions
● Submissions should be sent by email to EIRA Coordinator Jenna Egan at jenna@eastisles.org, PDF file format is preferred.
● An email acknowledgement of each submission received will be sent to the applicant.
● All proposals received by the deadline will undergo a preliminary screening.
● Late or incomplete submissions may not be considered.
## Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26</td>
<td>RFP release date</td>
</tr>
<tr>
<td>February 23</td>
<td>Deadline for the receipt of proposals</td>
</tr>
<tr>
<td>February 23 - 28</td>
<td>Evaluation of proposals</td>
</tr>
<tr>
<td>March 1 - 8</td>
<td>Possible interviews with finalists</td>
</tr>
<tr>
<td>March 9</td>
<td>Board approval of final selection</td>
</tr>
<tr>
<td>March 10</td>
<td>Notice of selection emailed to applicants</td>
</tr>
</tbody>
</table>