



**Florida Association for Community  
Action, Inc.**

**Request for Proposals**

**for**

**Consultant for Board Strategic  
Planning Retreat**

Written proposals are required via e-mail by **May 3, 2021 at 5:00 pm EST**. All responses should be sent to Kenya Woodard, FACA Project Coordinator at [admin@faca.org](mailto:admin@faca.org).

## REQUEST FOR PROPOSALS

The Florida Association for Community Action, Inc. is seeking proposals from qualified consultants or organizations to provide Strategic Planning Services for its Board of Directors.

### BACKGROUND

For over 30 years, the Florida Association for Community Action (FACA) has answered the call of the “War on Poverty” by working to support Community Action Agencies throughout Florida. FACA is a private nonprofit 501 ( c ) 3 state association with central office is located in Tampa, Florida. FACA supports Community Action Agencies (CAAs) throughout Florida by providing training, technical assistance, advocacy and information sharing to each member agency. FACA maintains communication and resource-sharing between member agencies, governmental departments, other social service providers and concerned citizens. Additionally, FACA provides an information exchange at the state, regional and national level by facilitating opportunities for member agencies to participate in statewide discussions on public policy and other issues affecting the communities they serve.

FACA’s mission is to enhance Florida’s Community Action Network’s effectiveness to facilitate the reduction of poverty, through collaboration with public and private partners by providing training, technical assistance and advocacy.

### SCOPE OF WORK

The consultant will collaborate with the FACA Board of Directors and staff to create a comprehensive three-year strategic plan inclusive of comprehensive goals and objectives to guide the administrative and programmatic direction of the organization. The consultant will:

- a. Facilitate a two-day in-person Board Strategic Planning Retreat
- b. Provide an in depth analysis of the Association inclusive of board member and staff feedback, review of prior strategic plan, and review of other pertinent core documents
- c. Guide board and staff in development of Association goals and objectives which shall be completed over a three-year time period
- d. Completion and delivery of a written three-year strategic plan

### PROJECT TIMELINE

April 2021	RFP released
May 3, 2021	Deadline to submit RFP
May 10, 2021	Selection of consultant
May 20-21, 2021	Two-day Board Strategic Planning Retreat
June 30 2021	Deliver completed Strategic Plan Document

### SUBMISSION OF PROPOSALS

Written proposals are required via e-mail by **May 3, 2021 at 5:00 pm EST**. All responses should be sent to Kenya Woodard, FACA Project Coordinator at [admin@faca.org](mailto:admin@faca.org). Questions may be directed in writing via e-mail to Kenya Woodard at [admin@faca.org](mailto:admin@faca.org).

## **PROPOSAL REQUIREMENTS**

The proposal should not exceed ten pages in length. Be as concise and direct as possible by addressing key issues and information. The Applicant shall submit a written narrative outlining each of the following:

Cover Letter: All applicants or their authorized representative shall prepare and sign a cover letter. Submission of the letter shall constitute a representation by the applicant that it is willing and able to perform the services described in the Request for Proposal (RFP) and their proposal response. Cover letter must include title of project, name of Applicant's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

Background and Experience: Give a brief history of the company and qualifications including:

- Company overview including number of years in operation
- Brief bio and qualifications of the consultant and any individual(s) assigned to this project
- Description of similar projects which organization has completed
- Experience working with associations, Community Action Agencies and/or other nonprofit entities

Methodology: Please provide a description of the proposed approach to the planning process, timeline, methodology, instruments, and strategies that will be used to employ to perform the Scope of Services.

References: Please provide at least two client references of completed projects in similar scope to proposed project; references to include business contact name, title, phone number, email and brief description of project

Proposed Fee Requirement: Please provide a proposed fee structure for completion of scope of work

## **EVALUATION AND SCORING**

Proposals will be evaluated based on completion of response, qualifications and proposed delivery of services.

FACA retains the right to reject any or all proposals, and to waive technicalities, irregularities, and informalities, and retains the right to cancel or conclude this request for proposals at any time without selecting a consultant to provide the described services, without any liability to any respondents, or any other person or entity, and is under no obligation to make an award relating to this request for proposals to any person or entity.