



Montgomery County Collaboration Council for Children, Youth and Families, Inc.

OPEN SOLICITATION #2022-75

Strategic Planning Consultants

Issue Date: February 2, 2022

Deadline to Submit Questions: February 11, 2022

Closing Date: February 18, 2022, 5:00 pm

Purpose of Solicitation:

The Montgomery County Collaboration Council for Children, Youth, and Families (the Collaboration Council) seeks a vendor with demonstrated experience in developing successful consensus-based and community-driven strategic plans.

Purpose of Project:

To create a comprehensive product that builds a compelling case for organizational importance to the community, successful future visioning, and our stated goals/what we plan to accomplish. The product will serve as a dynamic guide which communicates internally and externally how we are striving to make an impact in the community.

Successful offerors will possess the following:

- Demonstrated understanding of the purpose and content of a strategic plan for a nonprofit organization
- Experience in working with nonprofit organizations similar to the Collaboration Council (system builder, rather than direct service provider) in developing strategic plans
- Background/familiarity with health and human services and needs of children, youth and families
- Demonstrated commitment to values of diversity, equity, inclusion, and belonging
- Strong facilitation skills
- Demonstrated ability to propose innovative and creative approaches to strategic planning
- Excellent writing skills
- Capacity to complete the project by August 2022

Successful Proposal Components:

Interested individuals or corporations must submit a proposal of no more than 5 pages excluding attachments, with information organized in the following order, using the bullet points as headings:

- Consultant description, size, structure, and leadership composition (please note if the consultant or firm is small, women-led, or led by Black, Brown, or Indigenous people)
- Summary of strategic planning experience, including work with system building organizations (rather than direct service providers) and/or with organizations serving children, youth, and families
- Description of approach to community-based and equity-driven strategic planning
- A description of the consultant's activities in furtherance of the project which may include research and community interviews or facilitated group meetings with staff, board, and partners, including community members.
- Sample project plan and timetable including the stages/phases of the project including anticipated milestones and major tasks
- Project lead or point person(s)
- Projected budget not to exceed \$25,000
- Two to three client references (name, organization, telephone number, email address) of individuals who can speak to the consultant's experience in conducting projects of similar scope.
- Two examples of completed strategic plans where you were responsible for the product and the process, which include examples of written work.

Submission Procedure and Policies:

Submission time, date, and method: Proposal should be submitted in PDF format by 5 p.m. on February 18, 2022 to procurement@collaborationcouncil.org

All questions related to this proposal should be submitted to procurement@collaborationcouncil.org.

Costs: All costs incurred in the preparation of the proposal are the responsibility of the offeror and will not be reimbursed by the Collaboration Council.

Extent: The Scope of Work in the contract for the accepted response to the factors described in this solicitation.

Reservations of Rights:

- Collaboration Council reserves the right, in its sole discretion, to reject any proposal received in response to this Open Solicitation.
- Collaboration Council seeks to work with vendors who are aligned with its values including investment in small business, particularly those owned or led by women or minority-owned as defined by the Small Business Administration.
- An intellectual property created in furtherance of this project will become the property of the Collaboration Council. All original data remains the sole property of the Collaboration Council and must be kept in strict confidence by the vendor. Any material deemed by the offeror to be proprietary or confidential in the proposal must be designated as such in the submission.

- Collaboration Council, in its sole discretion, may reject any proposals without providing a detailed explanation for its decision.
- Collaboration Council, in its sole discretion, may request proposal presentations by meeting with any or all bidders to clarify or negotiate modifications to proposals. However, the Collaboration Council reserves the right to make its final decision without further meeting, so offerors should submit their most favorable proposal, in terms of cost and deliverables on its initial submission.

Conflict of Interest: Offerors must disclose any potential conflicts of interest in their proposal submission. Potential conflicts could include, but are not limited to: giving or offering a gratuity, kickback, money, gift, or anything of value to a staff or board member of Collaboration Council with the intent of receiving favorable treatment under a contract; having or acquiring business interest that would conflict with the offeror's performance of its duties or create the appearance of impropriety with respect to the award or performance of the contract.

Selection Criteria Caveat: Collaboration Council will select the proposal from the offeror it deems likely to deliver the highest quality product at the best value in the determined timeframe.