



Request for Proposal

Facilitator, Strategic Planning Process for Campbell County Drug Free Alliance, Incorporated

JULY 26, 2019

1.0 GENERAL INFORMATION

1.1 General Proposal Information

Campbell County Drug Free Alliance, Incorporated
PO Box 76466
Highland Heights, KY 41076

Contact Information

Sarah White, Director

DirectorCCDFA@gmail.com

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Request for Proposal

Proposals will be received by Campbell County Drug Free Alliance, Incorporated (CCDFA, Inc.) for the following by no later than **August 30, 2019 at 5:00 PM.**

Proposal Item: Facilitator, Strategic Planning Process for CCDFA, Inc.

1.2 Other General Information

The purpose of this Request for Proposal (RFP) is to provide interested vendors with sufficient information from which to prepare a solution to the strategic planning needs of the Campbell County Drug Free Alliance.

2.0 GENERAL REQUIREMENTS

2.1 Vendor Requirements

The selected vendor will be required to have experience with the following:

1. Academic credentials to support expertise in facilitation of small groups and strategic planning.
2. Related experience in facilitation of small groups and strategic planning.
3. References to support quality of previous facilitation projects.

Unless otherwise stipulated, vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work.

All materials submitted by the vendor in response to this request become the sole property of Campbell County Drug Free Alliance, Incorporated upon receipt of the proposal.

2.2 Vendor Qualifications/References

All prospective vendors are hereby notified that before any offer in response to solicitation is considered for award, CCDFA, Inc. may require the vendor to submit factual information in detail as to the experience, technical organization and financial resources of the bidder. CCDFA,

Inc. reserves the right to reject any proposal or vendor that does not support the best interest of CCDFA, Inc. Vendor references must be included in proposal.

3.0 CRITERIA FOR AWARD CONTRACT

3.1 Factors for Consideration

A list of factors consideration will be given that includes (but is not limited to): cost, experience with similar type organizations, experience with similar type training/skills requirements, availability, technical excellence of proposal, vendor history, vendor references, and vendor's ability to perform in the sole judgment of CCDFA, Inc.

4.0 SCOPE OF WORK

4.1 Project Criteria

CCDFA, Inc. seeks, for the overall organization health, a consultant with specialized talents to facilitate the development of a strategic plan. The consultant will be engaged to accomplish the following:

1. Conduct conversations in person, on the phone and via the web prior to facilitation with the Director, Board, evaluator, coalition members, and other stakeholders, if necessary to become informed about the current status of CCDFA, Inc. and expectations for the future.
2. Develop and finalize questions for conversations with input from the Director and any other stakeholders identified.
3. Provide a written summary of the conversations to be presented at the strategic planning process meetings.
4. Research, as needed, prevention models and theory, strategic planning framework, and other materials necessary to understand the discussion of the participants in pre-conference conversations and during facilitation.
5. Facilitate a strategic planning process over two half-day sessions to determine:
 - a. Commitment to continue the work of CCDFA, Inc. (may be accomplished in pre-conversations).
 - b. Group Consensus around overall priorities for CCDFA, Inc..
 - c. Measurable Objectives and strategies for a Three-Year Action Plan for Continuation of CCDFA, Inc. based on the two primary goals of drug-free communities: coalition development and reducing substance use among youth.
6. Participate in the development of a draft of the Three-Year Action Plan based on the group process with the Director.
7. Present draft of the Three-Year Action Plan for CCDFA, Inc. to the group, facilitate feedback sessions, and revise action plan based on feedback.
8. Provide final strategic plan.
9. Provide a summary report of the entire strategic planning process employed.

5.0 INFORMATION REQUIRED IN PROPOSALS

5.1 Information in Previous Sections

Proposals must be submitted in writing and should clearly identify solutions to the requirements listed. All requested information from RFP sections should be provided in proposal. The information requirements from all sections of this RFP represent the minimal contents of proposals to be submitted to CCDFA, Inc.

5.2 Additional Information

The proposal must outline how the scope of work will be accomplished. At a minimum, each proposal should include the following:

1. A detailed description of any processes and methodologies proposed.
2. Background/biographies of consultants/trainers.
3. Verifiable references from similar projects in similar organizations.
4. A description of proposed deliverables.
5. Any known potentials for conflicts-of-interest.

5.3 Vendor Exceptions

Proposal must clearly identify any and all vendor exceptions to the requirements of this proposal.

5.4 Cost Information

The proposal must clearly identify the following:

1. Total solution cost proposal itemized
2. Itemized cost of any additional pieces that may benefit the organization that are not listed in the proposal or RFP
3. Other costs associated with project not mentioned, if applicable.

6.0 Payment Information

Upon selection of an acceptable proposal, CCDFA, Inc., will negotiate payment terms and delivery with vendor. Notification of acceptance anticipated to be **September 30, 2019.**