

REQUEST FOR PROPOSALS
WAKE COUNTY SMARTSTART
STRATEGIC PLANNING PROCESS

Background and Purpose

Wake County SmartStart (WCSS) works to ensure that children birth to five are prepared for success in school and in life. In support of this mission, WCSS seeks a consultant to: 1) facilitate the development of a strategic planning process; 2) develop a document to guide the vision of the WCSS Board of Directors; and 3) provide program direction to the agency.

The current strategic plan includes goals and objectives which guide the work for FY 14-15 through FY 16-17. The plan currently includes four goals which reflect the Board's commitment to WCSS' mission and vision: 1) children are in safe, supportive home environments; 2) children are in high quality care that contributes to positive outcomes; 3) children are healthy and developmentally ready for school; and 4) children and families are supported by a strong, diverse, integrated early childhood system.

Based upon the planning process, WCSS' Board may determine to continue with the current strategic plan with minor revisions, revise the plan significantly or develop a new plan. The Board intends to review and revise as necessary the strategic plan every three years in sync with the release of Requests for Proposals for each 3-year funding cycle.

RFP Requirements:

- Proposal due: Friday, April 22, 2016 by 5 p.m.
- Proposal timeline: April – December 2016

Please provide the following information:

1) Describe your background and qualifications to complete the work.

- Knowledge and expertise in the development of strategic plans
- Experience in the design of guiding documents that align strategic priorities for non-profit agencies
- Experience in stakeholder engagement and facilitation of group process
- Facilitation of retreats to both encourage participation and limit monopolizing of conversations
- Provide technical assistance to staff members for implementation of program direction

2) Describe how each deliverable below will be achieved and the timeframe for completion.

- Meet with WCSS' Executive Director and key Board members to review the proposed process and set goals and timelines. Process may include distribution of surveys, interviews with Board members and key stakeholders, and document review (e.g. current strategic plan, applicable Board governance documents)

- Design, plan and facilitate a Board retreat to review WCSS' vision, mission and goals, discuss strengths and weaknesses of the current plan and build relationships across members of the Board
- Produce and share with Board a report that summarizes and synthesizes feedback and decisions about goals, objectives, strategies and benchmarks

3) Budget

- Provide a budget that includes number of hours, hourly rate, and other expenses.

Contact Information

Submit proposal to Nancy Peck by email (npeck@wakesmartstart.org) no later than 5:00 p.m. on Friday, April 22, 2016