

## **Request for Proposals for Consultant/Firm to Assist with Establishment of an Advancement Plan and Director of Development Search, Wake County Smart Start**

**Proposals Due:** 5:00 p.m., May 2, 2024

### **Overview and Timeline**

Wake County Smart Start (WCSS) is accepting proposals from qualified consultants and firms for the development of an advancement plan and initial implementation steps, including the recruitment of key position(s). Please see the timeline below for important deadlines and review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format:

- Submit an electronic copy of the proposal via e-mail to Nancy Peck at [npeck@wakesmartstart.org](mailto:npeck@wakesmartstart.org) by 5 p.m., May 2, 2024, with the subject line: **WCSS Advancement Plan and Director of Development Search Proposal**. Proposals received after that time will not be reviewed.
- Questions regarding the proposal can be directed to Gayle Headen, Executive Director, Wake County Smart Start: [gheaden@wakesmartstart.org](mailto:gheaden@wakesmartstart.org).

### **Background Information**

Wake County Smart Start (WCSS) is a 501(c)(3) nonprofit organization. Founded in 1996, our mission is to build the capacity of families and the community to prepare children for success in school and in life. WCSS works collaboratively with community partners to improve the quality, accessibility and affordability of child care, provide preventive health and early intervention services and offer family support services—all delivered as part of a strong, diverse integrated early childhood system. Racial equity is a core value of WCSS and is an important consideration in staffing decisions.

### **Scope of Work/Service Expectations**

Wake County Smart Start anticipates the following services would be provided by the consultant or firm. The selected firm will be viewed as an active partner in assuring WCSS a high-level of satisfaction during the process and the outcome associated with this recruitment. Detailed Scope of Services may be revised and finalized at the time of the contract.

The Scope of Work shall include but is not limited to the following:

1. Conduct an analysis of our current partnership capacity and infrastructure related to development and fundraising (including identifying gaps, needs, opportunities, strengths, etc.).
  - Solicit input from the Executive Director and members of the Leadership Team and staff, through meetings and/or interviews to understand the organizational history, current structure, and Strategic Framework.

2. Creation of a multi-year advancement (fundraising, development) plan (including staffing) that will address WCSS needs as identified in #1 and help meet the goals outlined in the Strategic Framework.
3. Identify the staffing needed to implement the elements of our advancement plan, accomplish our goals, and assist us in any changes to current structure/roles and creating and filling new position(s).
4. Develop a recruitment strategy, process, and timetable for completion of the work in consultation with the Executive Director.
5. Guide the development of the Job Description and make recommendations as needed and develop documents to be used during final interviews including but not limited to interview questions, scoring sheets, and feedback forms to be used during final selection.

### **Information Required**

All responses should include a plan for performing the services that lead to the development of an Advancement Plan and the hiring of appropriate staff. The response should specifically indicate how racial equity is reflected in the recruitment process and staffing for this effort, and how racial equity knowledge will be used to assess candidates for consideration. In addition to this plan, please include the following information with your proposal:

1. **Statement of Firm Qualifications:** All responses must include a statement of qualifications, experience, and description of the Respondent firm and its history. The response should specifically indicate the firm's current and historical expertise in providing the services identified in the RFP. Include the proposed approach for working with WCSS.
2. **Staff Qualifications:** All responses must include written descriptions of the individuals' experience for each person who will work directly with WCSS. Identify the individual(s) who will have primary responsibility for the services, for communications with WCSS, and the person who is authorized to negotiate and contractually-bind Respondent.
3. **Billing rate and structure:** Respondents shall provide a cost outline for their proposed services, including an estimated number of hours.
  - As part of the cost proposal, please list each person that may perform services and their title, the proposed rate or blended hourly rate proposed, and the level of involvement anticipated for each component.
4. **References:** All responses must include references from at least two clients of the firm, preferably clients who have utilized the firm on matters related to similar services. The references must include a contact person, an email address, and a phone number. In addition to the foregoing, all responses must include a listing of public and private clients for whom the firm has provided services similar to those set forth in this RFP, with a brief description of the services provided.

## **Evaluation and Process and Criteria**

Selection of a Respondent to provide the services will be based on the following criteria:

1. Experience and qualifications of the firm, and more specifically, individual team members to be assigned to the engagement, in performing related services for similar non-profit or government organizations.
2. Proposal's responsiveness to RFP requirements.
3. Firm and staff's competence and knowledge demonstrated during the interview process, if applicable.
4. Price.

While the order of these factors does not generally denote relative importance, WCSS acknowledges that selecting best value providers primarily requires a balanced combination of (1) reasonable rates and the availability of flat fees, blended rates, and caps on fees, and (2) strong experience and demonstrated expertise in providing Advancement Plan Development and Search Services.

WCSS reserves the right to consider such other relevant factors as it deems appropriate to hire the best value provider of the Advancement Plan Development and Search Services. WCSS may or may not seek additional information from Respondents prior to making a selection.

This RFP does not commit WCSS to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. WCSS reserves the right to accept or reject any or all submittals received, cancel, or modify the RFP in part or in its entirety, or change the RFP guidelines when it is in the best interests of WCSS to do so.