



STRATEGIC PLANNING

REQUEST FOR PROPOSALS / STATEMENT OF NEED

APPLICATION DEADLINE:

April 15, 2021
5:00 P.M. CST

TIMELINE:

April 15 – Fall 2021

PLEASE SEND QUESTIONS AND PROPOSAL TO:

LaDora@First8Memphis.org

ORGANIZATIONAL SUMMARY

First 8 Memphis (F8M) is implementing Shelby County, Tennessee's first high-quality early care and education system which aims to prepare 90% of our children to be Kindergarten ready and to ensure that 90% of 3rd graders are reading on grade level by 2025. F8M is an advocacy, coordinating and convening organization working on behalf of children ages prenatal to eight age and specifically supporting the following early childhood programs: home visiting, childcare, Pre-Kindergarten (Pre-K) and Kindergarten - 3rd grade. F8M is a start-up and beginning to build its capacity. F8M is governed by a highly regarded Board of Directors (Board) who partners with staff to help reach our community and organizational goals. The organization recently hired its inaugural Executive Director and with that role in place, the Executive Director and Board are partnering to think about the organization's needs to meet its vision and goals.

PURPOSE OF REQUEST FOR PROPOSALS

F8M seeks a consultant to support the Board of Directors, staff and key stakeholders to create a three-year strategic plan to guide the administrative, programmatic and advocacy direction of the organization. The consultant should be comfortable with and have experience with including community stakeholders in the process. Our goal is to have the strategic plan finalized by Fall 2021.

Key goals for the strategic planning effort include:

- ◆ Develop overarching strategy for F8M's work over next three years keeping in mind organizational status as a start-up in the early childhood space
- ◆ Review the Shelby County Early Childhood Education Plan and identify priority areas for F8M programmatic growth and expansion
- ◆ Create theory of change for organizational progress articulation
- ◆ Establish equity-based organizational values; potentially update organization's mission and vision
- ◆ Deliver clear easily operationalized, measurable, strategic planning roadmap that includes plans for staffing, communications, capacity building and fundraising

SCOPE OF CONSULTANT'S WORK

F8M seeks a consultant who will work with the Executive Director and Board Executive Committee to craft and implement the strategic planning process. Potential activities include, but may not be limited to: information gathering, community stakeholder listening sessions, landscape analysis, Board listening sessions, Board retreat facilitation, ongoing information sharing and analysis with Executive Committee and Executive Director. Diversity, equity and inclusion will inform the process and the organization's plan.

PROJECT DELIVERABLES AND TIMELINE (SUBJECT TO CHANGE)

Release RFP:	March 2 – April 15, 2021
Proposals Due:	April 15, 2021
Interviews / Selection:	April 15 – May 1, 2021
Strategic Planning Process:	May 3 – August 2021
Draft Strategic Plan to Executive Committee:	August 2021 to Executive Committee
Finalized Strategic Plan:	Fall 2021

The end product will be an achievable, consensus driven three-year strategic plan that would be summarized in a report and in a one-page document. The consultant should have experience working on a strategic plan for a start-up and working with diverse stakeholders.

Project Budget: The anticipated budget for this effort is \$30,000.

INSTRUCTIONS AND GUIDELINES

This RFP showcases the requirements for an open and competitive process. **Proposals will be accepted via email to LaDora Watkins, ladora@first8memphis.org, until April 15, 2021.** Questions about the RFP may also be directed to LaDora Watkins. The review and selection will occur in mid-late April. The review committee will include members of the Board's Executive Committee and the Executive Director. Potential consultants will participate in a brief interview with members of the Board Executive Committee during the week of April 26th. **The intended start date is May 3, 2021.**

RFP REQUIREMENTS

1. **Narrative:** A written narrative of the overall proposal, including your philosophy and approach to the project (maximum of 5 pages). Narrative should also include:
 - a. Proposed approach to the strategic planning process with timeline, deliverables, tools and strategies to engage in the project and detailed budget.



- b. **Qualifications:** Provide a brief description of your background including but not limited to:
- i. History and experience providing strategic planning efforts for non-profit organizations
 - ii. Two examples of strategic plans that includes diversity, equity and inclusion language
 - iii. Describe role and responsibilities of staff involved in this project (bios can also be included) including key qualifications and previous similar experience
 - iv. Demonstrate commitment to diversity, equity and inclusion and working with communities reflective of Shelby County's population including African American, Latinx and/or low-income communities
2. **Budget:** Please provide a budget proposal for approximately \$30,000 for providing this scope of services. The budget should include detailed information on costs by component, fee structure, and/or expenses, including for key personnel and overhead costs. Any costs included in the proposal must be all-inclusive, that is, covering any outsourced or subcontracted work.
3. **References:** Provide three references for past clients for whom you have conducted similar services and highlight key challenges and successes

Contract terms and conditions will be negotiated upon selection of the consultant for this RFP. All contractual terms and conditions will be reviewed by F8M's team and will include scope, budget, schedule, and necessary items pertaining to the project.

F8M intends to conduct a fair and extensive evaluation based on criteria listed herein and select candidates who best represent the strategic direction and values of our organization. F8M is committed to having a diverse vendor/consultant base, and vendors/consultants that reflect the communities in which we serve.

