

Community Action Partnership *of Suburban Hennepin*

Strategic Planning RFP

Community Action Partnership of Suburban Hennepin (CAPSH) is requesting proposals for consulting services for the development of a one year, three year, and five year strategic plan. The project will begin January 2017.

Community Action Overview

Community Action is a 501c(3) non-profit organization serving Hennepin County governed by a 21-member volunteer Board of Directors with administrative offices located at 8800 Highway 7, Suite 401, St. Louis Park, Minnesota.

The mission of Community Action is to improve the quality of life in Hennepin County by creating and supporting links between individuals and communities through services, education and collaboration. We are committed to providing services that address the root causes of poverty and enhance the self-sufficiency of low-income people.

- Our programs include Energy Assistance, Counseling & Education, Housing & Asset Building Services, and Supportive Family programs with various site locations throughout Hennepin County.
- We have 78 employees working at 7 sites and serve over 34,000 households.
- We receive federal, state, and local funding, with an annual budget of \$6,000,000.

Project Overview

CAPSH was established in 1986 to provide services to Suburban Hennepin County residents. In 2014, CAPSH began extending services to city of Minneapolis residents and has recently received the designation to be the community action agency for Minneapolis. As a result, CAPSH is in need of a comprehensive service package to conduct the agency's strategic planning process.

Scope of Work

In collaboration with Board and Staff, the contracted consultant will develop a comprehensive and effective strategic plan to assist the agency in obtaining goals over the next three to five years.

The consultant will provide a SWOT (strengths, weaknesses, opportunities, and threats) analysis and assist in the development of goals and objectives to effectively achieve its mission to assist low-income residents of Hennepin County.

Using the vision and mission of CAPSH, the consultant shall:

- Evaluate internal strengths and weaknesses;
- Evaluate environmental opportunities and threats;

- Assist in the development of short and long –term goals and objectives; and
- Assist in the development of outcomes to measure the ongoing effect of established goals and objectives.

The strategic planning process should include, but is not limited to, the following key areas of work:

1. Conduct an assessment of current CAPSH organizational (at both the board and staff level) and programmatic capacities.
2. Describe current operating conditions and identify strategic gap and growth areas for the organization.
3. Design and execute a strategic visioning and comprehensive planning process.
4. Review and revise as necessary the organizational vision, mission, priorities, goals and outcome measures.
5. A short-term (1 year) and long-term (3 and 5 year) plans that addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient, including a projected budget for its implementation. The plan should be a working document that is adaptable over time.
6. The plan must align with the six national goals of the Community Services Block Grant;
7. Develop a milestone driven plan with timeline for measurable outcomes to include program objectives, fundraising goals, and communication strategies.
8. Provide assessment and methodology for measures if applicable.
9. Identify revenue generating strategies required to achieve desired impacts and objectives

It is anticipated that these tasks will be accomplished through a combination of activities such as:

- An analysis and integration of our Community Needs Assessment (which includes data from client surveys, one-on-one interviews from other service providers, and community surveys) that will be useful in receiving partner and community input.
- Facilitated group meetings to create consensus regarding a strategic vision and strategic plan (including goals, objectives, strategies, and tactics).
- Review and present available related data, research and best practices.

Required Proposal Contents

The purpose of the Proposal is to demonstrate the qualifications, service level, cost, competence and capacity of the firms and/or individuals seeking to provide consultation services to Community Action.

The proposal should include the following components:

- Name and contact information

- Statement of qualifications
- Summary of similar work conducted, highlighting specific accomplishments
- A narrative description of the proposed process, activities and approach
- Timeline for the work
- Fee & Budget (include number of estimated hours for each activity, billing rate, and estimated out of pocket costs)
- Case studies and client references are preferred.

Notification of Award

Please direct your Proposal to the attention of Kim Mongoven, or e-mail to kmongoven@capsh.org. **Proposals are due January 6, 2017.** Late proposals will not be considered.

CAPSH will interview final candidates. It is expected that a decision selecting the successful offer will be made by January 20, 2017 at Community Action Partnership of Suburban Hennepin, 8800 Highway 7, Suite 401, St. Louis Park, MN 55426

CAPSH reserves the right to withdraw this request for proposals, or to limit the funds distributed, based on the availability of funds and on the quality of the proposals received.

Questions

For additional information, contact Kim Mongoven at kmongoven@capsh.org or 952-697-1325.