

Neighborhood House

Request for Qualifications

Release Date: 1/23/20

Number: 20-01-1

Service Needed: Strategic Planning Consultant

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 15,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability, aging & disability services and community health.

Scope of Work

In partnership with the Executive Director and Board leadership, develop an inclusive planning process that will result in a compelling, inspiring, and impactful strategic plan. This process will include:

- A re-examination and possible revision of our mission, vision, and values,
- Engagement of the board, staff, and clients
- Review of internal and external opportunities and challenges (A Community Assessment has already been completed.)
- Setting a strategic direction for Neighborhood House for the next three years
- Setting 3-5 broad goals aligned with the strategic direction and in agreement with our values
- Identifying metrics under the goals that will help Neighborhood House hold itself accountable

Qualifications

Required

- Must have previously assisted an organization in clearly identifying strategic direction, revision of mission, vision and values
- Must have previous experience facilitating a strategic planning process using an equity lens
- Previous experience working with diverse organizations, communities of color, or low income communities
- Must be able to facilitate diverse stakeholders in a way that invites and respects a variety of opinions and perspectives

Desired

- Knowledge and ability to apply concepts from The Nonprofit Strategy Revolution (LaPiana)
- Knowledge and ability to apply Gracious Space principles (Grace, Hughes)
- Experience facilitating strategic plan development with a large multi-service organization

Time Period

Bidder should propose timeline, however, Neighborhood House desires the process and final plan to be completed and submitted to the board for final approval no later than December 17, 2020. Neighborhood House reserves the right to re-bid services for any reason prior to this date and makes no promises regarding minimum levels of services or products that will be purchased through this RFQ.

Evaluation Criteria

- Meets Qualifications
- Level of Experience
- Record of past performance
- Availability
- Business Integrity
- Cost/Rate for Services

Please submit

- Resume
- Letter/Statement indicating how you meet the above required/desired qualifications and how you would approach the work (3 pages maximum)
- References (name/phone/email) from three similar engagements
- Examples of completed strategic planning documents
- Examples of strategic planning process, e.g., timeline/planning tools you used
- General timeline for this project
- Cost proposal (not to exceed \$12,000)
- Rate/hour for additional work outside of cost proposal

Questions

Janice Deguchi (206) 461-8430 x 2092 janiced@nhwa.org

Submission Close Date: 2/14/20

Submissions To: Email submissions to: anhthun@nhwa.org Anhthu Nguyen.

Additional Requirements (if selected): Neighborhood House may require any or all of the following: a written contract; proof of professional and/or general liability insurance; pass Background Checks, clear a check of the federal EPLS (Excluded Parties List System), proof of Washington State business license or comparable license from another state; other checks and reviews appropriate to the nature and scope of the engagement.