



Request for Proposals Strategic Planning Services

Introduction

Children's Alliance of Kansas is seeking proposals from interested and qualified organizations and firms to provide Strategic Planning Services, under a fixed price contract.

Project Requirements

Background

Children's Alliance of Kansas is a Kansas non-profit corporation and an exempt organization under Internal Revenue Code 501 (c) (4). The Alliance was established in 1954 to help private non-profit child welfare agencies better serve the children of Kansas and their families. It is uniquely positioned as only association performing that role.

The Children's Alliance of Kansas plays a pivotal role in facilitating the communication and coordination needed to have an effective continuum of coverage for the children and families of Kansas.

The Children's Alliance now works with more than 20 member agencies to coordinate activities and programming. Member agencies serve children and families throughout the state of Kansas.

With major changes in the delivery of child welfare services in recent years, the Alliance and member agencies are continually seeking better ways to serve families in the community and to find ways to emphasis prevention.

Children's Alliance continues to explore other ways in which the Alliance and Alliance members can help strengthen the delivery of services throughout its network for the benefit of Kansas children and families.

Task Description

Children's Alliance is seeking a vendor to facilitate a strategic planning process that will provide guidance for future decision making and continuous development of future services. The strategic planning process desired will guide the Alliance in determining:

- (1) How best to serve Kansas children and families in the changing Kansas child welfare environment;
- (2) In what instances the Alliance should be a service provider itself for Kansas children and families;
- (3) How to best utilize the current corporate entities of the Alliance, specifically the 501 (c) (4) and a related 501 (c) (3) (that is in good standing, but currently dormant in its use);
- (4) How such entities or structures could provide the most effective manner of meeting the Alliance mission as determined as well as provide for the sustainability of the Alliance;
- (5) How to best utilize the assets of the Alliance to meet the mission and sustainability of the organization;
- (6) How to best proceed with future succession planning based on the leadership characteristics identified during the strategic planning.

Scope of Services

The Children's Alliance is seeking a vendor who is current in non-profit best practices, familiar with issues affecting children and families, the Kansas political landscape as it affects children and families, and effective methodologies to analyze and guide the development of a strategic plan to aid the Children's Alliance to best serve the needs of its members.

Using the vision and mission of Children's Alliance as a context, the Vendor shall at a minimum:

- 1) prior to conducting the planning meeting:
 - a) Evaluate internal strengths and weaknesses by interviewing staff and board members;
 - b) Evaluate environmental opportunities and threats by:
 - i) Interviewing current and past recipients of services from the Alliance and Alliance members to aid in assessing the best service delivery model for the Alliance;
 - ii) Interviewing key public policy decision makers and others regarding the changing child welfare system in Kansas to further assess where to best bring the efforts of the Alliance to bear going forward;
- 2) For the strategic planning meeting:
 - a) Assist in the development of short and long-term goals and objectives;
 - b) Advise on succession and transition considerations for the CEO position;

- c) Promote cohesiveness through acknowledgement that the member entities compete for services in some instances and advise how to capitalize on that dynamic for the benefit of children and families through the Children's Alliance; and
- d) Assist in the development of outcomes to measure the ongoing achievement of established goals and objectives.

The Children's Alliance is seeking the best strategy to accomplish its mission by (1) developing existing and new opportunities and strengths while (2) reduce its threats (3) maintaining organizational cohesiveness and (4) avoiding (or correcting) identified weaknesses.

The strategic process will include planning, facilitating and evaluating a Planning Retreat with the board of directors, management and staff to:

- Review and revise, as necessary vision and mission statements
- Develop short and long-term goals and objectives
- Develop key strategies
- Develop key indicators and a set of outcomes that can serve as the basis for performance measures

The location, cost and event planning of the retreat will be coordinated through the Children's Alliance.

Finally, Children's Alliance will receive a draft Strategic Plan for review, corrections and revisions with the final Plan to follow within a period not to exceed 30 days from the final date of the retreat. It will be required that both the draft and the final plan be submitted in written and electronic format.

Proposal Timeline

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| A. RFP Release | February 8, 2012 |
| B. Deadline to Submit Questions | February 23, 2012 |
1. All questions must be submitted in writing, no later than **4:00 p.m. on February 23, 2012** to the address listed in the RFP. Emails and faxes are acceptable.
 2. All prospective Proposers should submit their e-mail addresses, whether or not they have questions, no later than **February 23, 2012** to Children's Alliance at blinhos@childally.org. Answers to written questions will be e-mailed to all prospective Proposers.

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| C. Tentative date to e-mail answers to written questions | March 16, 2012 |
| D. Deadline for Proposal Submission | March 23, 2012 |
| E. Board Review/Approval of Proposal | April 6, 2012 |
| F. Tentative date to send Award/Denial Letter to Proposers | Week of April 9, 2012 |
| G. Tentative date for awarding of contract | Week of April 9, 2012 |

Proposal Submission

- A. Proposals must be received no later than the date and time as specified. Proposals should include the items described below.
- B. One bound original and five (5) unbound copies of the written proposal are required.
- C. All correspondence, including proposals, must be submitted to:
 - Childrenø Alliance
 - Attn: Bruce Linhos or to blinhos@childally.org
 - 627 SW Topeka Blvd
 - Topeka, KS 66603
- D. Proposal Format

Proposals must be submitted by an individual authorized to submit proposals on behalf of the organization and should contain the following:

 1. Summary of firmø background and experience in similar projects. Vendor must have a minimum of five (5) years experience in facilitating the strategic planning process for a non-profit organization.
 2. Name, phone number and address of at least three references from similar contracts.
 3. A brief synopsis stating that vendor understands the Childrenø Alliance needs and how the Vendor plans to meet these needs.
 4. A detailed description of the proposed plan to achieve the Scope of Services, as understood by the vendor and the proposed timeline.
 5. Cost. Itemize all costs required to accomplish the work by task. To itemize salaries, indicate each project team member's name and title, estimated number of hours to be worked by each, the hourly wage for each, and each employee's total salary for the work. Hourly wages submitted shall remain in effect until project completion. If the estimated number of hours worked is exceeded, Childrenø Alliance bears no responsibility to compensate for those hours.
 6. Any other pertinent information needed to evaluate proposal.

Contract Requirements

The firm selected is required to agree to the terms contained below. If a proposer should have any objections, these objections must be addressed under the response to the Children's Alliance or the objections will be deemed to have been waived.

1. Indemnification and Insurance Requirements
 - a. Indemnification - The Contractor agrees to indemnify, defend and hold harmless Children's Alliance and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by Children's Alliance on account of any claim therefore, except where such indemnification is prohibited by law.
2. Inaccuracies or Misrepresentations
 - a. If in the course of this procurement or in the administration of a resulting contract, the Children's Alliance determines that the vendor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Children's Alliance, the Proposer may be terminated from the procurement process or in the event a contract has been awarded, the contract may be immediately terminated. In the event of a termination under this provision, the Children's Alliance is entitled to pursue any available legal remedies.
3. Disclosure of Civil and Criminal Proceedings
 - a. The Children's Alliance reserves the right to request the information described herein from the vendor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the vendor. Children's Alliance also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

Proposal Conditions

- A. Contingencies ó This request does not commit the Childrenø Alliance to award a contract. The Childrenø Alliance reserves the right to accept or reject any or all proposals or any part(s) of any or all proposals if the Childrenø Alliance determines it is in the best interest of the Childrenø Alliance to do so.
- B. Level of Service - Childrenø Alliance makes no assurances regarding minimum or maximum number of contracts awarded from this solicitation.
- C. Evaluation Process - All proposals will be subject to a standard review process developed by the Childrenø Alliance. This includes technical review and evaluation, as well as cost evaluation, by the Childrenø Alliance Executive Committee, staff and legal counsel. The primary consideration shall be the effectiveness of the agency or organization in the delivery of comparable or related services based on demonstrated performance. Performance factors to be evaluated include past experience, delivery date of studies, cost effectiveness, quality of service, ability to provide complete and thorough documentation as required by Childrenø Alliance. The Executive Committee will make a recommendation following the evaluation to the Board of Directors.
- D. Incurred Costs ó This request does not commit the Childrenø Alliance to pay any costs incurred in the preparation of a proposal in response to this request and Proposer agrees that all costs incurred in developing this proposal are the Proposerø responsibility.
- E. Contract Award ó Contract(s) will be awarded based on a competitive selection of proposals received.
- F. Contract Negotiations - Childrenø Alliance may require the potential contractors selected to participate in negotiations, and to submit revisions to pricing, technical information, and/or other items of their proposals as may result from negotiations. The contents of the proposal of the successful Proposer will become contractual obligations, subject to negotiation, and failure to accept these obligations in a contractual agreement may result in cancellation of the award.
- G. Final Authority - The final authority to award contract rests solely with the Childrenø Alliance.
- H. Acceptance - Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP, unless otherwise specified in the proposal.