

REQUEST FOR PROPOSAL

Consultant Services

Development of a Strategic Plan for the Northwest Regional Development Commission (NWRDC)

INTRODUCTION

The NWRDC is seeking professional services related to the development of a singular 5-year strategic plan that serves multiple departments, as well as one mission, vision, and equity statement for the overall organization. A steering committee comprised of members from staff as well as NWRDC commission members have been established to assist with this effort. The Consultant will work as a moderator and consensus-builder for this committee and will be tasked with producing a final strategic plan.

ORGANIZATIONAL CONTEXT

The NWRDC was established via state statute as a local unit of government in 1973. Area governments came together to establish the Northwest Regional Development Commission through the Regional Development Act of 1969. The NWRDC has exhibited extensive experience in working with underserved populations, government, and community partners to meet local voiced needs for over 50 years. The NWRDC commission membership comprises 26 elected officials from county, city, township, and school boards, as well as 4 public interest representatives from special interest groups such as: private industry, diverse communities, watershed boards and emerging leaders.

CURRENT AREAS OF WORK

- Aging Services
- Community Development
- Economic Development
- Emergency Operations
- Revolving Loan Fund
- Transportation

SCOPE OF WORK

The NWRDC would like the Consultant to propose a scope of work for the project. At a minimum, the scope of work must include an introductory meeting with the steering committee, a public engagement process, consensus-building, creation of a final document, and presentation of the final strategic plan to the full NWRDC Board of Directors. Proposals will be evaluated largely on the creativity and expertise in creating an effective scope of work to meet the project goals

FEES

The Consultant shall provide an estimated breakdown on labor hours to complete the various phases of work. Fee structures may be in any form, however, an hourly not to exceed fee is preferred by the NWRDC.

PROPOSAL REQUIREMENTS/CONTENT

Proposals are limited to 15 pages (printed single sided) including proposal narrative and illustrative graphics. Resumes and forms may be included as appendices and do not count toward the technical proposal 15-page limit. Cover letter may also be included and is not counted toward the page limit.

Each resume shall be no longer than 1 page. Proposals must include:

1. Detailed scope of work that identifies the major tasks to be accomplished and how this will be achieved
2. Proposed public engagement strategy
3. Comprehensive schedule for project completion
4. Qualifications and experience of the personnel working on the project and the role each plays, including the expected number of hours each is expected to spend on the project
5. Related project experience with strategic plan development. Please provide examples of projects of similar size and scope
6. References from similar projects completed in the last three years
7. Fee structure and value of services

Responders are encouraged to meet with NWRDC staff either by meeting or phone conference prior to submitting a proposal.

PROPOSAL EVALUATION

All qualified proposals received by the deadline will be evaluated by the NWRDC. The NWRDC reserves the right to reject all proposals not deemed to be in the best interest of the NWRDC. The factors on which proposals will be judged are:

- Professional qualifications/experience of staff
- Specialized experience and dates of previously completed projects
- Familiarity with strategic planning requirements and conceptual approaches proposed to address those requirements
- Public engagement strategy/strategies
- Quality of past performances on similar projects
- Current volume of work that could effect on time plan completion.
- Accessibility of the project team
- Implementation costs

The NWRDC Board of Directors will serve as the selection committee.

STRATEGIC PLANNING TIMELINE

- Strategic Planning Request for Proposals
 - January 15, 2023 - February 15, 2023
- February 7, 2023 - Establish a steering committee (Darla)
- February 27, 2023 – Review proposals (Leadership Team)
- March 7, 2023 – Board approval
- March 15, 2023 - Hire Consultant
 - Set Steering Committee meeting dates/locations (Consultant and Leadership Team)
- April – October 2023 - Strategic planning process timeline
- November 2023 - NWRDC Board presentation (Consultant)

PROPOSAL SUBMITTAL -- Please send complete proposals to:

NWRDC
Attn: Darla Waldner
Executive Director
109 S. Minnesota St.
Warren, MN 56762
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218-745-9109