

Community Action Agency of Greater Kansas City

Request for Proposal

Strategic Planning Services

I. Introduction

Community Action Agency of Greater Kansas City, (CAAGKC) is seeking proposals from interested and qualified consultants and organizations to provide Strategic Planning Services. CAAGKC currently operates under a three-year Strategic Plan.

II. Project Requirements

A. Background

Community Action Agency of Greater Kansas City, Inc. has its roots in the War on Poverty, which was declared by President Lyndon B. Johnson in 1964. In signing the Economic Opportunity Act, Johnson created the Office of Economic Opportunity, as well as local Community Action Agencies throughout the country. By late 1965, every county in Missouri was served by a Community Action Agency, providing services directly to low-income citizens.

CAAGKC's mission is to assist low-income residents of Clay, Jackson and Platte counties in Missouri to become self-sufficient by providing comprehensive supportive services. CAAGKC serves roughly 180,000 customers each year.

CAAGKC is located in Kansas City, MO. We serve low income customers in Clay, Jackson and Platte counties in Missouri.

B. Task Description

CAAGKC is seeking a vendor to facilitate the strategic planning process that will provide guidance for future decision making and continuous development of future initiatives. The purpose of the strategic planning process will be to assist with 1) determining outcomes to achieve our identified goals; 2) facilitating the strategic planning process, and 3) assisting with developing a comprehensive and effective plan that builds upon our previous work. The expectation is the consultant will provide direction/consultation through various forms of communication, including but not limited to, teleconferencing and in-place meetings in the CAAGKC service area.

C. Scope of Services

In collaboration with Board of Directors and staff, the contracted consultant will develop a comprehensive and effective strategic plan to assist the agency in obtaining goals over the next three 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 Clay, Jackson and Platte Counties in Missouri.

The services will include:

- Reviewing the agency's Vision and Mission Statement
- Reviewing the current Community Needs Assessment
- Assist with developing strategies, goals, and objectives that directly link to the community and agency needs assessment
- Completion of written Strategic Plan

III. Proposed Timeline

A. RFP Released	January 30, 2019
B. Deadline to Submit RFP	February 26, 2019 4 p.m.
C. Board Approval to Accept Vendor/Negotiations	March 30, 2019
D. Strategic Planning Process to begin	April 2018
E. Continued work on Strategic Plan	April – August 2019
E. Completed Strategic Plan document	No later than September 10, 2019

IV. Qualification Submission

A. Proposals must be received no later than February 26, 2019 by 4 p.m. CST

B. All correspondence, including proposals, must be submitted to:

Dale Hill
Executive Assistant to CEO
6323 Manchester Ave
Kansas City, MO 64133
Or
dhill@caagkc.org

For more information above what is included in this request, please contact Dale Hill 816-743-8303
or dhill@caagkc.org

C. Qualifications

1. Summary:

Please provide a brief history of qualifications, including: Background and number of years in business. Description of credentials and experience of consultant. Experience working with Community Action

Agencies, customer base, and funding source knowledge. Identify any sub-consultants performing the work in conjunction with your proposal.

2. Work Plan/Methodology

Please provide a description of the approach, methodology, instruments, and strategies you will employ to perform the Scope of Services.

3. Client Satisfaction and References

Provide at least two client references that support the work for this project. References must include:

1. Name, address
2. Contact name, phone number
3. Description of projects(s) completed

4. Women/Minority Owned Business

Please include in your narrative if you are a Women/Minority Owned Business

5. Fee Proposal

Please list the proposed fees for providing the requested scope of work.

This Request for Proposal does not commit Community Action Agency of Greater Kansas City to award a contract or pay any costs incurred in the preparation of a proposal in response to this request.

Please note that a complete response to the information requested is required to move forward in the selection process. Issuance of the RFP and receipt of proposals does commit CAAGKC to award a contract. CAAGKC reserves the right to postpone receipt date accept or reject any or all proposals received to this RFP, or to cancel all or part of this RFP. CAAGKC reserves the right to reject any proposal, in whole or in part. CAAGKC also reserves the right to discontinue our evaluation at any time without explanation to the respondents.