**CoC Strategic Planning RFP**

**Quality and Deliverables**- What are the Non-negotiables?

**Scope of Service**- Why? Who? What? When? How?

•   Do we already know how to define the strategic approach?

•  Are we looking for the consultant to be a content expert, a coach, a process facilitator?

•   What are the time constraints of the board and staff?

•   What budget are we willing to dedicate to this project?

•   What steps do we think we need to move through to produce the end result?

•   What specific products or deliverables do we expect to have at the end of the project?

**Written RFP Outline**- What do we want to see?

a) how they would approach the scope of work sought including parameters such as timeline, who is involved, scope of involvement, and deliverables and milestones to be met, b) a clear and accurate cost proposal,

c) a statement of consultant experience and qualifications, &

d) client examples and reference projects similar to your agency’s needs

4 weeks to submit?

Open solicitation or invite only?

**Selection**- Rubric example. Do we need an Ad Hoc Committee? Full Board review?