



Request for Proposal for Strategic Planning Services

As NACEP celebrates our 20th year as an organization, we are looking to leverage our successes and strengths to chart a course for the next three to five years. We are seeking an external Strategic Planning Facilitator to work with our Board of Directors, Executive Director, and membership in a deliberative, iterative process over the next several months of discussing and establishing the organization's strategic priorities and needs.

Our RPF committee has identified a few areas of priority for this work and the person(s) directing it:

1. Emphasis on leveraging digital connectivity for the majority of the work, rather than in-person meetings.
2. Focus and productivity in the process and its management so that internal and external stakeholders time investment is appropriate and productive.
3. The ability to resolve diverse viewpoints and opinions in order to develop concrete goals for the organization that are measurable with current data and resources.
4. Insight to help the organization develop objectives that are on-mission and can be executed with existing resources or clearly worked towards in a reasonable timeframe.

If you are interested in working with us on this project, please provide a proposal (up to 3 pages) to information@nacep.org by **April 10th, 2020**. Please ensure that the subject line states "SP Bid-Attention Amy Williams-Executive Director." Questions may be sent to this address as well.

In your plan, please outline your approach to incorporate the priority areas above and the scope of services listed on [RFP webpage](#) into a proposal addressing the items below:

1. Your proposed approach to working with our leadership
2. The services you would provide and deliverables
3. Resources and support needed from NACEP staff/other consultants (including estimate of needed staff, Board, committee, and other volunteer/stakeholder time, if appropriate)
4. Statement of qualifications
5. Budget
6. At least two professional references

NACEP's Executive Director (awilliams@nacep.org) is happy to provide contextual information for our organization and the vision for this work as well as address any questions to assist you in preparing a proposal. Our Board plans to meet in person May and will review and discuss proposals at that time. Finalists may be asked to meet with the Board virtually to discuss their proposal, pending availability, on May 19th or 20th.

