



PORTER COUNTY PARKS FOUNDATION, Inc.

P.O. BOX 428, VALPARAISO, IN 46384-0428

EST. 1984

Date: 8/13/2015

To: Qualified Providers

From: David Nevill, President
Porter County Parks Foundation

Re: Request for Proposals – Strategic Planning

The Porter County Parks Foundation (PCPF) is seeking proposals for the selection of an organization to provide strategic planning services for its board of directors. The intent is to provide a strategic plan that has the consensus of the board of directors, with goals, objectives, activities and metrics for successful implementation over the next 12 months.

Proposals will be accepted, rated and reviewed upon receipt. Please submit one electronic copy of your proposal to David Nevill at dnevill@beulahinc.com. Questions regarding this RFP should be directed to David Nevill as well. The estimated start of the strategic planning process will be December 2015 and is expected to take several months to complete in a series of monthly meetings that will be dedicated to the strategic planning process and separate from the board of directors' regularly scheduled meetings.

The intent of the strategic planning process is to examine the organization's current mission, vision, goals, tasks, financial performance, and processes. From there, the goal is to develop a framework for moving forward with the ability to be more effective and provide more value to the stakeholders served by our organization. Porter County Parks Foundation, Inc. is a 501 (c) (3) organization and has a history of successful projects and solicitation of funds. We have a number of volunteers and donors who support the Foundation as members with annual dues.

Statement of Work Requested

Consulting services would include the following, which would include facilitation of several strategic planning sessions with the board of directors over a series of months to address the following:

- Needs assessment/SWOT Analysis/Gap Analysis

www.pcparksfoundation.com www.pcpf-inc.com Email: porterparcsfoundation@comcast.net

Ph: (219) 734-6872;



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- Stakeholder/Customer Analysis
- Strategic planning/goal setting
- Evaluation/metrics
- Board development
- Branding and Identity
- Process/Strategy mapping
- Financial management/forecasting
- Funding strategies/Sustainability
- Partnerships and collaboration

Deliverables

- Executive Summary
- Strategic plan
- Financial plan
- Dashboard/strategic map of the organization
- Content that can be used for marketing, web site, donor relations, media, etc.

Work for Hire

All content and deliverables will be considered as work for hire. Porter County Parks Foundation shall own and retain all right, title and interest in and to all work and all other reports, documents, materials, plans, notes, drawings, designs, pictures, images, text, audiovisual works, data, information and other items, expressions, works of authorship or work product of any kind that are authored, produced, created, conceived, collected, developed, discovered or made by Consultant in connection with the work performed or which relate in any manner to the work or which result from any work produced by the Consultant for publication, including any and all intellectual property rights therein.

Requirements

Provide concise answers for the following:

- Describe in detail your organization's previous experience with providing these services.
- Include the names and qualifications of all staff who will be engaged in this process.
- Describe the process/methodology that will be used in this process.

Pricing

- Include a budget and budget narrative. Pricing should be good from the time of submission until July 30, 2016.
- Explain pricing based on hourly, daily or other method used by your organization.
- Indicate whether travel is included in hourly costs or separate.



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References

Please provide three references who can address work similar to that proposed in this RFP.

Notification

Notification of receipt will be within 7 days from submission of proposal.

Terms and Conditions

The Porter County Parks Foundation reserves the right to accept or reject any and all bids/proposals submitted, to negotiate with all qualified service providers/bidders, or to cancel in whole or part of this RFP.

Issuance of the RFP does not commit an award for contract, to pay costs associated with bid development, or to contract for goods and/or services. Payment for services will be on a cost reimbursement basis.

The Porter County Parks Foundation is an equal opportunity employer. Any recipient of funds shall not discriminate on the following basis: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief.

Review Criteria

All proposals will be reviewed for completeness and adherence to the stated work requested.

Background and relevant experience of the organization	30%
Completeness and demonstrated adherence to the request	30%
Budget	30%
References	10%

Deadline

Deadline for submission of proposals is Friday, September 4, 2015.