

REQUEST FOR PROPOSALS

LBCAP-SPRF-21

STRATEGIC PLANNING AND BOARD RETREAT FACILITATION SERVICES FOR LONG BEACH COMMUNITY ACTION PARTNERSHIP 2021

Prepared By:

Long Beach Community Action Partnership
Office of the Executive Director
Long Beach Office
117 West Victoria Street
Long Beach, CA 90805

Marisa Semense
Executive Director
Long Beach Community Action Partnership
117 West Victoria Street, Long Beach, CA 90805
[\(562\) 216-4600](tel:5622164600) ext. 612
[\(562\) 591-4612](tel:5625914612) fax
msemense@lbcap.org

I. PROPOSAL

Definitions:

"LBCAP" or "Agency" is Long Beach Community Action Partnership, a California nonprofit corporation.

"Bidder" an individual or business submitting a proposal to LBCAP.

PURPOSE OF PROPOSAL:

LBCAP is seeking proposals from qualified bidders to provide strategic planning and board retreat facilitation services to the Agency. The Board Retreat is scheduled for August 17, 2021, and the strategic plan will be developed over a 4-6 month process beginning September 2021. It is anticipated that there will be an opportunity to engage on the implementation and evaluation of the strategic plan on a long-term basis.

This contract will be funded with a combination of private and public funds, including government contract funds. **LBCAP will have this RFP open until 5:00pm on Friday, July 16, 2021.** The initial decision will be made by Friday, July 23 as to which bidder will satisfy the RFP's need.

LBCAP reserves the right to reject any or all proposals, to waive informalities in the proposal process, or to accept any proposal considered most advantageous to LBCAP.

ACTION REQUIRED: You are invited to review and respond to the Request For Proposals. For questions on this RFP or to submit a proposal please contact LBCAP:

Long Beach Community Action Partnership

Marisa Semense, Executive Director

117 West Victoria Street

Long Beach, CA 90805

TEL: (562) 216-4612

FAX: (562) 592-4612

Email: msemense@lbcap.org

II. OVERVIEW

Long Beach Community Action Partnership (LBCAP) was founded in 1979 as a 501(c)(3) nonprofit community benefit organization. LBCAP is one of 1,100 Community Action Agencies in the United States, established under the Federal Economic Opportunity Act of 1964 to fight America's War on Poverty. The Agency was designated by the City of Long Beach in 1981 as its Community Action Agency, empowered to investigate, ameliorate and eliminate causes and conditions of poverty in the city.

The agency provides a wide variety of free services to low-income residents of Long Beach and Eastern Los Angeles County who have experienced educational, social, or economic barriers to self-sustainability. Current programs include arts-focused leadership training for youth; energy-saving programs for households experiencing an energy burden; operating the public access television station for the City of Long Beach; providing free income tax preparation services to low and moderate-income households; and investing in community programs which improve the lives of local low-income residents.

The Agency has been through several staffing transitions, including a change in Executive Director. Both the Board and the new Executive Director have agreed that it is important for the organization to review where we have been, where we are, and where we want to be in the future.

III. SCOPE OF WORK

The successful bidder will provide two distinct sets of services to LBCAP: facilitation of a retreat for its Board of Directors, scheduled for August 17 (location TBD); and preparation of the Agency's three-year strategic plan, a process which is anticipated to take 4-6-12 months with an opportunity for long-term engagement in implementation and evaluation.

1. Retreat Facilitation

- a. Board Retreat themes:
 - i. Reacquaint Board members, after a long period of pandemic separation and membership changes
 - ii. Review and reinvest in the agency's mission and vision
 - iii. Develop strategic plan schedule
- b. Planning activities. Working with the Agency, the bidder will:
 - i. design the agenda, and activities for the retreat;
 - ii. plan and coordinate meeting logistics with the assistance of Agency staff;
 - iii. facilitate the retreat; and
 - iv. provide a summary of the retreat with recommendations for Board and staff follow-up.

2. Strategic Plan Preparation

- a. Planning activities. Working with the Agency, the bidder will:
 - i. design and establish a comprehensive strategic planning process;
 - ii. develop a three-year strategic plan; and
 - iii. provide recommendations and implementation strategies for this plan.
- b. Research required. It is anticipated that these tasks will be accomplished through a combination of:
 - i. review of the Agency's printed materials and website;
 - ii. personal interviews with the Agency's Board, management and staff;
 - iii. surveys;
 - iv. focus groups;
 - v. public forums; and/or
 - vi. any other method that will be useful in receiving community input that identify dominant issues, design consensus building objectives and strategies that can be implemented.

IV. DELIVERABLES (STRATEGIC PLAN)

Deliverables will be reviewed and accepted by the Executive Director and Board Chairperson.

Deliverables will include, at a minimum, the following:

- Strategic planning schedule (developed at board retreat);
- Copies of all instruments used to gather information;
- Interim briefings midway for feedback on direction of the plan;
- Draft plan, in conjunction with LBCAP, that specifies goals, objectives, strategies, timeline and required resources (i.e. financial and human) for implementation; and
- Final plan incorporating necessary revisions along with a presentation to the LBCAP Board of Directors. All deliverables will become the property of LBCAP.

V. EVALUATION OF PROPOSALS

LBCAP plans to evaluate proposals based on the criteria listed below. Proposals must specifically reference each criteria number.

1. **Response Form:** Please complete all fields in the Form as requested. LBCAP will not be responsible for any change in this information unless notification in writing is received.
2. **Profile:** Provide a description of your or your firm's work history in strategic planning and retreat facilitation.
3. **Project Staffing:** Please provide a resume for yourself and/or staff who will be providing services.
4. **Work Plans:** Please provide a proposed Work Plan for the facilitation of the retreat, and a proposed Work Plan for the preparation of the Agency's strategic plan. Each work plan should generally identify the expected duration of each task and reflect associated personnel and other resources required for all tasks to be performed. On-site and off-site time should be separately stated. There should be a clear delineation of bidder's and LBCAP's task responsibilities.
5. **Price:** The Agency will expend funds for completion of a high-quality planning process, data, strategic plan and retreat. Each proposal should include a line item project expense budget indicating all costs for carrying out the proposed work, including personnel, supplies, printing, travel, per diem, overhead and profit, insurance, taxes, and any other expenses attributable to the Scope of Work.
6. **References (included in Response Form):** Provide the names and contact persons of at least three clients where similar work has been provided as contained in this RFP.

VI. SUBMISSION REQUIREMENTS

1. Submission text must be prepared using Arial, Century Gothic, Times New Roman or Helvetica font, sized 12 points or larger.
2. Use a margin of no less than 1" on all four sides.
3. Be sure that the bidder's name is provided at the top of every page of the proposal.
4. Proposals must be submitted in Portable Document Format (PDF), version 5.0 or later.
5. Each submission should consist of two PDFs: the Response Form (a fill-in form provided by the Agency), and the proposal.
6. The file size of the proposal should be no more than 20 MB.
7. Submissions must be emailed to msemense@lbcap.org with the Subject Line **LBCAP-SPRF-21** no later than the date and time identified in Section I.

VII. PAYMENT AND SUBMISSION OF INVOICES

1. Payment for work performed will not exceed the agreed upon amount, unless additional payments are agreed upon in advance and in writing, signed by both parties.
2. Payment will be made to the contracted bidder based on invoices submitted. Invoices may not be accepted on more frequent intervals than once per month. The Agency should receive the invoice for services rendered the calendar month prior no later than the 10th calendar day of each month.
3. The Agency will pay all approved invoices submitted within thirty (30) days of receipt.

VIII. RIGHTS

LBCAP reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement or obligation and in no way is LBCAP responsible for the cost of preparing the responsive proposal. One copy of a submitted proposal will be retained for official files and may later become a public record.

IX. AGREEMENT CONDITIONS

LBCAP will make a reasonable effort to execute an agreement based on this solicitation document within sixty (60) days of selecting a proposal that best suits LBCAP. The period for execution may be changed by mutual agreement of the parties. Any agreements to be executed are not effective

until the agreement is signed by a person holding the required authority for both parties. Failure of bidder to execute the agreement within the time frame identified above will be sufficient cause for voiding the award of the contract. If a successful person or business submitting a proposal refuses or fails to execute the agreement, LBCAP may award the contract to the next qualified person or business submitting a proposal.

X. AWARD

Award will be made to the responsible and responsive bidder whose bid meets the requirements of the Request For Proposals and offers the best value to LBCAP.

LONG BEACH COMMUNITY ACTION PARTNERSHIP

Request For Proposals Strategic Planning and Board Retreat Facilitation Services

Response Form

| | | | |
|---|----------------|---|-------------------------|
| BIDDER NAME | | BIDDER'S EMPLOYER ID NUMBER (EIN) | |
| | | | |
| CONTACT NAME | | | |
| | | | |
| CONTACT PHONE NUMBER | | | |
| | | | |
| CONTACT EMAIL ADDRESS | | | |
| | | | |
| CONTACT MAILING ADDRESS | | | |
| | | | |
| TOTAL PROPOSED PRICE, PER ITEMIZED BUDGET | | | |
| Reference Name | Company | Phone Number | Service Provided |
| | | | |
| Reference Name | Company | Phone Number | Service Provided |
| | | | |
| Reference Name | Company | Phone Number | Service Provided |
| | | | |
| Material Litigation | | Federal Debarment | |
| Please indicate if the company or its principals are currently involved, or have been involved within the last three years, in any of the following actions: <input type="checkbox"/> Material Litigation <input type="checkbox"/> Arbitration <input type="checkbox"/> Bankruptcy | | Your signature below certifies that your company, and its principals, have not been debarred; suspended; proposed for debarment; declared ineligible; are not in the process of being debarred; or are voluntarily excluded from conducting business with a federal department or agency of the federal government. This status will be confirmed with the Federal System for Award Management. | |
| BY MY SIGNATURE, I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE RFP INSTRUCTIONS AND AGREE TO THE TERMS DEFINED WITHIN. | | | |
| Signature: | | Date: | |