

A. Purpose

Community Action, Inc. of Central Texas is seeking to contract with a qualified entity/individual to assist in the development of the agency's five-year strategic plan. Selected candidate will facilitate a day long SWOT analysis with agency leadership staff, will analyze discussion results, and will develop a written plan to be approved by the Board of Directors.

B. Background

In 2015, United States Health and Human Services (USHHS) issued Information Memorandum No. 138 establishing Community Services Block Grant (CSBG) Organizational Standards (OS) which require Community Action Agencies (CAAs) to have their governing body develop and approve a strategic plan every 5 years.

C. Scope of Work

Offeror will assist in the development of Community Action's strategic plan by:

- a) conducting a SWOT analysis with board members, leadership staff and other stakeholders (March 22)
- b) summarizing key findings, top needs, strategies, goals, objectives, outputs, and outcomes
- c) developing strategies to address top priorities
- d) establishing agency, community, and family goals
- e) writing the strategic plan (to be completed on or before Friday, June 30, 2023).

*If selected, more detailed instructions of the requirements of the work will be provided.

D. Minimum Requirements for Selection

To be considered for the project, Offeror must have the following:

- a.) Bachelor's degree or higher
- b.) 5 years of experience facilitating group discussions
- c.) 5 years of experience in paid consultant work involving training or evaluating programs

*Offeror cannot be a current Community Action, Inc. of Central Texas employee.

E. Further Selection Considerations

Preferred qualifications for selection include the following:

- a.) Experience with providing strategic planning services including facilitating and/or writing a strategic plan.
- b.) Experience working in and/or with nonprofit organizations (ie writing grants for nonprofit organizations, working on grant-related projects for nonprofits, etc.)
- c.) Experience serving on a board of directors

F. Instructions on Proposal Submission

- a.) Please send in an email your price quote and qualifications for the above described project to Douglas Mudd at dmudd@communityaction.com.

b.) The deadline to submit your proposal including qualifications and price quote by email is at **4:30pm, Friday, February 17, 2023**. Late submittals will not be considered.

c.) In the email please attach resume, professional VITA, or any other relevant documented evidence that supports qualifications (See Minimum Requirements for Selection above).

d.) CAI reserves the right to reject any and all quotes received in response to this RFQ. A contract for the accepted quote will be based upon the factors described in this RFQ.

e.) Efforts will be made to utilize HUB qualified businesses. An Offeror qualifies as a HUB by receiving certification from the State of Texas.

G. Conflict of Interest

No employee, officer, or agent of Community Action, Inc. of Central Texas shall participate in the selection, award or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, agent, or any member of her or his immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the entity/individual selected for an award.

H. Evaluation Criteria

Evaluation of each proposal will be based on the following criteria **Point Range**

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| a.) Education (Bachelor's degree receives 2 points, Master's degree 3 points, PhD 5 points) | 0-5 |
| b.) Prior experience: Points awarded based on actual years' experience up to the maximum point value. | |
| 1.) Years of experience serving on a board of directors | 0-10 |
| 2.) Years of experience facilitating groups | 0-10 |
| 3.) Years of experience providing paid consultation for training or evaluation services | 0-10 |
| 4.) Years of experience providing strategic planning services | 0-10 |
| 5.) Years if experience working in and/or with nonprofit organizations | 0-10 |
| c.) Hub Certification | 2 |
| d.) Price (Lowest Price receiving maximum points and highest price gets lowest point value) | 1-5 |