

**Strategy and Planning Consultant
Request for Proposal**

DUE DATE: January 4, 2021 – 2:00 PM CDT

PANHANDLE COMMUNITY SERVICES

1309 SW 8th Avenue
Amarillo, TX 79101

(806) 372-2531

Strategy and Planning Consultant Request for Proposal

I. General Information

A. About Panhandle Community Services

Panhandle Community Services is a non-profit community action agency that serves the top 26 counties of the Texas Panhandle by working with the low-income population to provide program assistance and develop them to become self-sufficient, free of government assistance.

B. Purpose

Panhandle Community Services seeks a qualified, experienced consultant to provide strategy and planning services. The primary scope will be to provide assistance with the agency's community needs assessment, leadership training and Pathways to Excellence (PTE) process management and strategic plan implementation.

II. Responses to the Proposal

Listed below is a summary of all information to be included in a proposal submitted in response to this Request for Proposal. Panhandle Community Services reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the agency.

- A. Responses to the proposal must be submitted via email to magi.york@pcsvcs.org or should be bound, sealed and addressed to Magi York, Executive Director, Panhandle Community Services, 1309 SW 8th Ave. Amarillo, Texas 79101. **The proposal name and the title, "Strategy and Planning Service Consultant Proposal" must be indicated on the outside of the sealed package or in the subject line, if emailed.**
- B. **If submitting by mail, one** (1) original and one electronic format are due. If submitting via email, one (1) electronic copy is due.
- C. Proposers who require additional information or clarification **must** submit requests **in writing only**, either by fax at (806) 373-8143 or email to magi.york@pcsvcs.org.
- D. Deadline for receipt of proposals is **January 4, 2021 – 2:00 PM CDT**
- E. It is expected that a decision selecting the successful firm/individual will be made within one (1) week of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to the RFP will be informed, in writing, of the name of the successful firm.
- F. Panhandle Community Services will not be liable for any costs incurred in preparing proposals or associated travel costs. Panhandle Community Services reserves the right to conduct pre-contract negotiations with any and/or all potential proposers.
- G. Panhandle Community Services will not be liable for any costs not included in the proposal and subsequent contracted for costs.

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- H. Panhandle Community Services reserves the right to conduct personal interviews of any or all proposers prior to selection. Panhandle Community Services will not be liable for any costs incurred by the proposer in connection with such interview (i.e. travel, accommodations, etc.).

III. Scope of Project

Purpose

The purpose of this RFP is for Panhandle Community Services to obtain proposals for the services of a qualified ROMA Master Trainer to provide an Evaluation of Field Performance for a candidate for ROMA certification.

A. Specific Duties:

Community Needs Assistance

- The Community Needs Assessment will be focused on the PCS service area that includes the top 26 counties of the Texas Panhandle.
- The consultant will be required to collect and analyze qualitative and quantitative data, and to include key findings on the causes and conditions of poverty and the needs of the communities that are assessed.
- In addition, the consultant will be required to utilize the Texas Department of Housing Community Needs Assessment Guide and the Community Assessment Tool Instructions.

Pathways to Excellence

- Continue working alongside PCS to facilitate the process of the Pathways to Excellence effort.
- Coordinate and facilitate all efforts associated with addressing identified gaps in the initial report provided by the Community Action Partnership.
- Continued assistance with the follow-up efforts to comments and recommendations from the Community Action Partnership.
- Work together with PCS leadership to change the culture within the agency.

Strategic Planning

- Work with PCS leadership in implementing and measuring strategies.

Annual Fundraising – Festival of Trees

- Set strategies and 2021 goals in an effort to maintain pace in reaching established 5-year objectives.
- Establish infrastructure and systems for effective donor stewardship and database management.
- Establish and implement a marketing plan.
- Establish structure through policies and standard operating procedures.

Leadership Training

- Facilitate the development of an agency-wide leadership training series.
- Implement the PCS ImpactLaunch Leadership Development Program.

IV. Information to be requested from the Proposer

Bidders are required to submit proposals in the order and format described below. All questions/ requests for information must be completed in writing. Errors may be

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crossed out and corrections printed in ink and initialed by the person signing the bid. Quality of answers, not length of responses or visual exhibits, is desired. The complete proposal should not exceed ten (10) pages, including promotional materials, and Authorization Form. All materials should be bound or stapled and placed in a sealed envelope clearly marked in the low left-hand corner with the following information:

Request for Qualifications and Proposal

Due: January 4, 2021 – 2:00 PM

SEALED BID

For: Strategy and Planning Consultant

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of Bidder to insure that Panhandle Community Services receives the proposal by the date and time specified. Late proposals will not be considered. Proposals transmitted by facsimile or by electronic mail will not be accepted.

A. Cover Letter

Provide name of Bidder, address, telephone number, e-mail, and name of Principal to contact.

B. Bidder Credentials and General Background

Please provide a brief history of Bidder, including:

- Background
- Knowledge of and experience
- Proposed Scope of Work

C. Conflict of Interest

Please provide a statement of conflicts your firm; sub-consulting firms and/or key employees may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, state so.

D. Fee Proposal

Please list the proposed fees and reimbursable expenses requested by your firm for providing the requested Scope of Work.

V. Selection Process

All eligible proposals will be reviewed and rated for Bidder qualifications, experience,

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price, and suitability to complete the Scope of Work for this RFP. Oral interviews may be requested. PCS at its discretion may request presentations or additional information from any or all Bidders to clarify or negotiate modifications to the Bidder's proposals. The selection of a firm to carry out this Scope of Work will be made by the Executive Director in consultation with other appointed staff. There is no appeal process.