



REQUEST FOR PROPOSAL – STRATEGIC PLANNING CONSULTANT

Rhode Island Coalition Against Domestic Violence

January 2025

Request for Strategic Planning Consultant

Application deadline: February 10, 2025

Employer: Rhode Island Coalition Against Domestic Violence (RICADV)

Available funds and contract period: available funds for sub-contracted strategic planning consulting services include \$25,000 over the contract period of February 2025 – July 2025.

The purpose of RICADV is to eliminate domestic violence in Rhode Island. Our mission is to support and enhance the work of our member agencies and to provide leadership on the issue of domestic violence.

Objective of RFP: The RICADV is seeking a consultant(s) to design and lead a strategic planning process.

RICADV was formed in 1979 to support and assist domestic violence shelters in Rhode Island. We provide statewide leadership on the issue of domestic violence, support the work of our ten member agencies, strive to create justice for victims through systems and legislative advocacy, and raise public awareness on the issue and the prevention of domestic violence in Rhode Island.

With severe cuts to core funding streams for victim services and advocacy, demands for racial justice and alternatives to criminal legal response to domestic violence by survivors, and a shifting local and national landscape related to domestic violence prevention and response, we find ourselves in perfect storm of contextual factors that demand a strategic planning process that centers survivors and our values. A final product of a 3-year plan that clearly articulates a shared vision and defines a set of strategic priorities, while providing the board and staff with the tools required to make strategic decisions in a context of instability is desired.

Qualifications: The ideal consultant should have:

- Expertise in designing and leading a strategic planning process;
- Possess an understanding of domestic violence utilizing an anti-oppression lens; and
- Experience working with nonprofit organizations, Boards of Directors, staff, and member programs, as well as partners and key stakeholders.

Scope of work:

The selected contractor will:

1. Develop a process for an initial assessment of the RICADV and its activities.
2. Work with RICADV Board of Directors, staff members, member programs, and key community stakeholders to facilitate stakeholder engagement throughout the strategic planning process.
 - Please outline your approach to engaging multiple stakeholders with a focus on fostering safety, building trust and alignment, and addressing diverse perspectives and differences constructively
 - Meet with the Strategic Planning Committee (approx. 1 hr. each, a minimum of one per month)

throughout the 6-month strategic planning process

3. Develop Strategic Plan Framework:
 - Define mission, vision, and core values, ensuring alignment with RICADV overarching goals.
 - Facilitate Strategic Planning sessions. Lead dynamic workshops using creative and participatory approaches tailored to RICADV's needs.
 - Outline strategic goals, objectives, and benchmarks that maximize impact for future success.
 - Framework should allow room for flexibility, anticipating unexpected changes in the environment of the field and/or Coalition.
 - RICADV encourages proposals incorporating both traditional and non-traditional strategic planning methodologies.
4. Deliverables:
 - o Draft strategic plan for review, incorporating both high-level and detailed action steps.
 - o Final strategic plan document, including a summary formatted for public distribution.
 - o Presentation of the final strategic plan to RICADV leadership and key stakeholders, ensuring clarity and actionable next steps.

General submission requirements

1. The RICADV will not reimburse costs incurred by proposers in the preparation, submission, and presentation of their proposals.
2. Proposals must be received no later than 5:00 p.m. (MST) on February 10, 2025.
3. Proposals must be submitted electronically with an attachment marked "Strategic Planning Services and the Consultant's Name", to Lucy Rios at lucy@ricadv.org.
4. Each proposal must include the following items:
 - a. Proposal Interest and Experience: A cover sheet indicating your interest in proposing for this project, and a summary of your experience in addressing domestic violence and/or prevention, and strategic planning.
 - b. Project Proposal, as referenced in the Scope of Work section of this RFP.
 - c. Draft timeline of the workflow process.
 - d. List of References (two minimum) with contact information.
 - e. Provide any other information that you believe will assist the RICADV in making its selection.
5. Budget: Please submit a budget that includes a breakdown of all costs, associated with the successful completion of the strategic planning process including consultant fees, materials, and any other related costs.

6. The awarded contract may start no earlier than February 18, 2025, or as soon after the contract document is executed and is agreeable to both parties.

Review and selection criteria

Review of proposals and selection of successful proposer(s) will include the following:

1. Responsiveness to the requirements outlined in this RFP;
2. Advanced understanding of domestic violence and strategic planning;
3. Content and methodology of work plan;
4. Project budget and timeline.

Award/rejection

The award of the contract will be made to the consultant whose proposal is in the best interest of the RICADV, cost, and other factors considered.

A review committee will be responsible for initially reviewing the competing proposals, based on the criteria set forth in this RFP. A selection may be made directly from the proposals submitted, or the RICADV may conduct interviews with the potential finalists for the award of the contract. The committee will select the proposal determined to be in the best interest of the RICADV.

The RICADV will:

- Distribute the application for Strategic Planning opportunity and collect completed applications.
- Organize a review committee for selection.
- Ensure the consultant is equipped with an understanding of unique challenges to the RICADV.
- Providing technical assistance before, during, and after the strategic planning process.
- Assist with communication between the RICADV Board of Directors, staff, and consultants
- Review materials and provide feedback in a timely manner.

Please direct any questions to Lucy Rios at (401) 467-9940 or email lucy@ricadv.org.