

**Request for proposal (RFP) for conducting strategic planning services**

**Summary**

This RFP seeks proposals from qualified consultants for the purpose of obtaining information and pricing to conduct an inclusive process to inform and collaboratively create the Collaborative to End Human Trafficking’s (CTEHT) strategic plan.

The plan will guide CTEHT’s operations and decision making for the next 3-5 years. It will further define CTEHT’s role in the community, guide the organization’s governance, programs, and advocacy efforts, and establish a continued framework for setting strategic priorities and operational goals while creating measurable and achievable outcomes. The purpose of the strategic plan is to strengthen CTEHT position as leader and connector on the complex issue of human trafficking in our community, and effectively fulfill its role as the backbone for Greater Cleveland’s Coordinated Response To Human Trafficking (GCCRTHT), Cuyahoga County’s 70+ member anti-human trafficking coalition.

The consultant must have experience with non-profit organizations that act as a backbone for collective impact efforts or similar coalition building work, focused on system change.

**Inquiries and proposals should be directed to:**

Kirsti Mouncey, President/CEO

Collaborative to End Human Trafficking

kmouncey@collabtoendht.org

Please put “Strategic Plan Proposal: *Insert Proposer Name*” in the subject line

**Closing submission date:** April 12th, 2023

**Notification of award:** It is expected that a decision about selection of the successful applicant will be made within 6 weeks of the closing date for the receipt of proposals.

**Vision and Mission**

**Vision**: A world without human trafficking.

**Mission**: Lead, empower, and connect our community to eradicate human trafficking.

**Organizational Background**

CEHT began in 2007 and was built on the understanding that a complex social issue like human trafficking cannot be solved by a single organization or system. CEHT was formed by community leaders who recognized that only when our community comes together to unlock our collective potential can we create solutions that break the cycle of human trafficking.

Since its founding, the organization has provided leadership and expertise to empower a systemic, community-wide response to prevent and end HT throughout Cuyahoga County. We equip organizations and individuals with knowledge, tools, and resources to address HT by increasing public awareness, delivering tailored trainings, providing technical assistance to service providers, and facilitating multi-disciplinary collaboration. As the backbone serving 70+ organizations coalition (GCCRHT), we provide strategic leadership to create social change. Our work is informed by our Survivor Advisory Council comprising representation of a broad spectrum of lived HT experiences.

We do not provide direct support services to victims/survivors.

For more information visit our website at: www.collabtoendht.org

**Description Of Entity and Scope of Work Requested**

CEHT is a nonprofit organization that serves Cuyahoga County specifically, but our work also extends across Ohio. CEHT is a private, nonprofit corporation and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by an 18 member volunteer board of directors.

**Specification Schedule**

1. **Pricing**

The applicant’s proposed price for services should include a not-to-exceed total fee. Any out-of-pocket expenses should also be indicated, including travel expenses.

1. **Payment**

Payment terms will be agreed upon with the applicant.

1. **Confidentiality**

The applicant agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CEHT, the proposer agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Proposer’s possession, to those employees on the Proposer’s staff who must have the information on a "need to know" basis.

**Technical Qualifications**

The applicant, in its proposal, shall, as a minimum, include the following:

1. **Understand Our Needs**

Describe how your firm is best suited to assist our organization in its strategic planning effort.

1. **Understanding The Scope of Work**

The proposer should clearly describe the scope of work to be performed in alignment with this RFP. The successful proposer in this RFP process will accomplish the following, in addition to other inclusions identified throughout the RFP. These include:

* Develop a comprehensive timeline with clearly defined activities and deliverables
* Facilitate a strategic planning process using a methodology that reflects CEHT role as a backbone to the GCCRTHT.
* Describe your firms strategic planning process and methodology
* Perform an analysis of external factors affecting CEHT and GCCRTHT including the critical needs and disparities in the communities we serve
* Engage CEHT board, staff, survivors, GCCRTHT members and other stakeholders to gather critical input for the strategic planning process
* Prepare the board, key staff, and others to engage in strategic decision making around goals
* Develop strategic priorities, strategies (one-year goals), KPIs, 90-day accomplishments, and action plans that align with our mission, vision, and values
* Reflect the needs, voices, and interests of a changing and diverse community
* Include a process for CEHT to annually review and evaluate goals and develop new strategies based on the evaluation
* Establish a method for evaluating progress and reporting on outcomes
1. **Understand our Role**

The proposer should describe its understanding of our role as a backbone by providing specific knowledge and expertise as to the responsibilities of a backbone to catalyze and support systemic change.

1. **Engagement Team**

The proposer should briefly describe the qualifications of staff to be assigned to the engagement. Descriptions should include:

* Consulting team makeup
* Prior experience of the individual team members
1. **Approach to the Engagement**

The applicant should describe its approach to the work to be performed. The strategic planning timeframe should be no longer than 6 months.

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| --- | --- | --- |
| Proposal evaluation |  |  |
|  | Point range | Points earned |
| Understanding our needs | **0-5** |  |
|  | Understanding our current challenges and opportunities  |  |  |
|  | Firm’s approach to addressing our challenges |  |  |
|  |  |  |
| Understanding our industry | **0-20** |  |
|  | Prior experience working similar organizations on similar projects |  |  |
|  | Prior experience providing additional services to organizations like CTEHT |  |  |
|  |  |  |
| Organization, size and structure of proposer's firm | **0-5** |  |
|  | Adequate size of the firm |  |  |
|  | Industry specialization |  |  |
|  |  |  |
| Qualifications of staff to be assigned to the project | **0-20** |  |
|  | Consulting team makeup |  |  |
|  | Prior experience of the individual consulting team members |  |  |
|  |  |  |
| Proposer’s approach to the engagement | **0-30** |  |
|  | Comprehensive methodologyEngages a variety of stakeholder groupsCollaborates with key leadership to achieve the desired outcomesDelivers clear outcomes |  |  |
|  | Realistic timetable |  |  |
|  |  |  |
| Price |  | **0-20** |  |
|  |  |  |
| Total points | ***0-100*** |  |

**Thank you for your interest!**