



Request for Proposals From Legal Aid Strategic Planning Facilitators

PURPOSE

Legal Services of Greater Miami (Legal Services) has initiated a Request for Proposal (RFP) process to identify qualified facilitators to guide and execute a strategic planning process with our staff, board, and stakeholder community to inform a five-year strategic plan. Legal Services developed a 5-year strategic plan for 2017-2021. It seeks to build on the significant improvements made as a result of that strategic plan to develop the next 5-year strategic plan for 2023-2027.

WHO IS ELIGIBLE TO RESPOND?

Legal Services seeks facilitators who demonstrate a strong overall understanding of the structure and purpose of nonprofit legal aid organizations, have strong facilitation skills and have proven experience with nonprofit strategic planning.

ABOUT THE ORGANIZATION

Legal Services advocates for access to equal justice and economic opportunity for all members of our community. Legal Services is the largest provider of free civil legal assistance in Miami-Dade and Monroe counties. The program is a Legal Services Corporation grantee and receives funding from a variety of other sources, including county, state, and federal grants; foundations; and private donations. Legal Services has a staff of about 60 employees, 30 of which are attorneys providing direct legal services to the low-income community.

PROJECT DESCRIPTION

Legal Services envisions the scope of work to be completed in two phases. Work completed in each phase will be summarized in a report to the Board of Directors and stakeholder community.

Stage 1: Assessment and Preparation

This stage requires the facilitators to research and report the following in preparation for the strategic planning session. Items to be considered:

- Review of program's history and overall assessment of the organization to evaluate opportunities or concerns and
- Interviews, surveys, and focus groups to receive partner and community input.

Stage 2: Strategic Plan Development

At this stage, the facilitator helps the nonprofit identify strategic goals and create an actionable strategic plan. The plan will include:

- An executive summary
- A comprehensive plan that identifies:
 - Mission and Vision
 - SMART Goals
 - Objectives
 - Strategies
 - Workplan
 - Communication Strategies/Plan

SCOPE OF WORK & DELIVERABLES

The project will include:

1. Project Management and facilitation
2. Design & execution of the strategic planning process
3. Development of a multi-year strategic plan for 2023-2027
4. Development and implementation plan

The proposal must outline:

1. A project plan that demonstrates a clear understanding of the work to be performed
2. Qualifications of all facilitating staff who will be assisting with the project such as education, position within the firm, years and type of experience.
3. Time and cost projections

PROPOSAL REQUIREMENTS

Please include the following in your proposal:

1. A summary of your approach to strategic planning and planning experience
2. Identify nonprofit sectors in which you have conducted strategic planning
3. Cost of service
4. Proposed project plan including timeline with major tasks and milestones
5. Identification of those on your team who will be involved with the project which should include their role and experience
6. At least 1 sample of a previously completed strategic plan, including the description of planning process. Portions may be redacted to protect private information as needed.
7. Three client references (including name, phone number, and email address)

Some key qualifications that will be considered:

- Experience in successfully developing strategic plans
- Strong facilitation skills
- Experience in creating a neutral environment for obtaining input
- Experience in gathering and utilizing data to drive the strategic process
- Ability to constructively challenge key stakeholders
- Experience in inspiring others to think innovatively
- Project management experience

- Knowledge of legal aid programs or non-profits serving low-income communities
- Experience working with diverse clients and communities
- Education (degree(s) and/or certificate(s))

SCORING

Proposals will be reviewed and evaluated on the following criteria:

1. Qualifications (35%)
2. Scope of Proposal (35%)
3. Cost of Proposed Services (30%)

PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION

Proposals are due by **5:00pm on Friday, January 28, 2022**. Inquiries concerning this RFP should be directed to JArmand@legalservicesmiami.org. Submissions should not exceed 5 pages, not including attachments of samples of prior work. All submissions must be emailed to: JArmand@legalservicesmiami.org. An email acknowledgement of each submission received will be sent to the applicant.

TIMELINE

January 14, 2022	RFP Release Date
February 11, 2022	Deadline for proposals
February 14 – February 25, 2022	Evaluation of proposals
February 28, 2022	Notice of Selection

