



## Community Action Partnership

### Request for Proposals

Issued: May 16, 2018

Responses Due: July 11, 2018 by 5:00 PM ET

#### Overview

The Community Action Partnership (the Partnership), the national membership association for the nation's Community Action Network of 1000+ local Community Action Agencies and State/Regional Associations, is seeking a qualified contractor to facilitate a staff retreat.

#### Purpose and Description

The Partnership is requesting a facilitator to assist in planning, implementation, and report out for the association's annual staff retreat.

#### Scope of Work

In advance of the retreat, key elements of the process will likely include:

- Review of Strategic Plan
- Review of Work Plans
- Staff Interviews to identify issues/topics for discussion

During the retreat, key elements of the process will likely include facilitation of the following:

- Work Plan/Timeline Development
- Organizational Process Development

Following the retreat, key elements of the process will likely include:

- Retreat Summary/Report
- Next Steps Outline w/Timeline

The Contractor is expected to have significant experience with retreat facilitation. Expertise with associations and/or Community Action helpful.

**The Contractor will need to be accessible to provide expertise and consultation by phone to the Partnership and at times in person between September 3, 2018 and October 31, 2018. The Contractor will need to be on-site (Washington, DC) for the staff retreat which will occur November 1-2, 2018.**

The Partnership will retain full ownership of the report and related materials developed as part of this project.

Bids for the above work will be accepted and other planning models may be proposed.

## **Proposal Guidelines**

Responses should include:

1. Process and Methodology
2. Timeline
3. Cost
4. Description of Firm, if applicable
5. Qualifications of Principal Consultant(s)
6. Relevant Experience and Expertise
7. Three references
8. Three work samples

Responses will be assessed for firm and principal investigator (s) experience as noted above, ability to meet required time frames, and proposed process.

**Responses should be submitted in PDF form via email to:**

[jtolbert@communityactionpartnership.com](mailto:jtolbert@communityactionpartnership.com) **AND** [cfrankowski@communityactionpartnership.com](mailto:cfrankowski@communityactionpartnership.com)

**In the subject line please note: Staff Retreat.**

Thank you for your interest in this project. More information on Community Action can be found at [www.communityactionpartnership.com](http://www.communityactionpartnership.com).

Questions? Email Jovita Tolbert, Deputy Director at [jtolbert@communityactionpartnership.com](mailto:jtolbert@communityactionpartnership.com) no later than July 10, 2018, 5:00 ET.

*The Partnership reserves the right to not select a contractor based on this solicitation.*

*Costs of proposal development are not to be included.*