



Request for Proposal (RFP): Strategic Planning Consultant

Issue Date: October 16, 2024

Proposal Due Date: November 8, 2024, 4PM EST

Project Timeline: Completion within 4 months from project initiation

1. Introduction

Burlington Food Bank, a nonprofit organization dedicated to addressing food security issues and feeding the Burlington community with dignity, is seeking proposals from experienced consultants to facilitate a strategic planning process for our Board of Directors and Staff team. The process will shape the direction of our organization for the next 3-5 years, ensuring we remain focused, sustainable, and impactful in our mission.

2. Project Background

Burlington Food Bank serves vulnerable communities by providing access to healthy and nutritious food. Our Board of Directors recognizes the need for a renewed strategic plan that aligns with current challenges and opportunities in the food security sector and the Burlington environment in which we operate.

This initiative will guide our growth, fundraising, partnerships, and operational strategies into the future.

3. Objectives

The consultant will lead our Board of Directors and senior Staff through a comprehensive strategic planning process, which should include:

- Comprehensive current situation assessment of both external and internal challenges, impacts and opportunities
- Assessment and update of current mission/vision and values
- Engagement of priority stakeholders for input (staff, donors, volunteers, partners, clients) into the process
- Defining strategic priorities that can be furthered into measurable operational goals through in-person, facilitated sessions

4. Scope of Work

The strategic planning process is expected to unfold in the following phases, with the consultant providing expertise, facilitation, and documentation:

Phase 1: Project Kickoff and Assessment (Month 1)

- **Gather Key Stakeholder Feedback (members of the Board, Staff, Volunteers, Clients):** Engage key stakeholders through surveys, interviews, or focus groups to gather input on priorities and opportunities. Understand the organization's history, current challenges, and vision for the future.
- **Document Review:** Analyze existing materials such as previous strategic plans, annual reports, financials, planning documents and program evaluations.
- **Environmental Scan:** Conduct an external and internal assessment to identify trends, opportunities, risks, and organizational strengths/weaknesses.

Phase 2: Strategic Planning Workshops (Month 2-3)

- **Facilitate Board Workshops:** Lead 2 interactive sessions with the Board to present findings, priorities, and organizational direction.
- **Identify Strategic Priorities:**
 - Support the Board and Staff team in defining 3-5 strategic priorities that will guide the organization's work over the next 3-5 years.
 - Redefine Mission, Vision and Values

Phase 3: Drafting the Strategic Plan (Month 3-4)

- **Develop the Strategic Plan Document:** Based on workshop outcomes, draft a comprehensive strategic plan with clear goals, objectives, timelines, and performance metrics.

- **Board Review:** Present the draft plan to the Board and Staff team for review, feedback, and approval.
- **Final Plan:** Revise the strategic plan based on Board and Staff team feedback and prepare the final document for approval and implementation by Staff

5. Project Deliverables

- Project work plan and timeline
- Environmental scan/assessment report
- Facilitated strategic planning sessions (x 2 plus final presentation that can be done virtually)
- Draft and final strategic plan
- High-level implementation recommendations

6. Proposal Requirements

Proposals should include the following:

- Consultant's background and relevant experience, particularly with nonprofits and proven expertise in strategic planning
- Approach and methodology for the strategic planning process
- Proposed timeline, aligned with the 4-month completion requirement
- Budget, including breakdown of fees and any additional costs
- References and short case studies with results from similar projects
- Key personnel who will be involved in the project, with their bios

7. Evaluation Criteria

Proposals will be evaluated equally based on the following:

- Relevant experience and expertise (preference given to those with non-profit experience)
- Alignment of proposed methodology with our needs
- Proven track record in facilitating Board-level strategic planning
- Budget (preference will be given to non-profit rates)
- References and reputation

8. Submission Instructions

Please submit your proposal via email to Robin Bailey, Executive Director at r.bailey@burlingtonfoodbank.ca by November 8, 2024 at 4pm EST. Proposals received after this date will not be considered.

For any questions or clarifications, contact Robin Bailey via email at r.bailey@burlingtonfoodbank.ca.

9. Timeline for Selection Process

- RFP Issued: October 16, 2024
- Proposal Submission Deadline: November 8, 2024, 4PM EST
- Consultant Interviews (if needed): November 18 - 25, 2024
- Consultant Selection and Contract Award: December 6, 2024
 - NDA to be signed by Consultant and transfer of documents will begin upon completion
- Project Kickoff: January 6, 2025
- Estimated Completion: April 2025

10. Project Budget

The budget range for this project is between \$17,500 - \$25,000

We look forward to reviewing your proposal and developing a strategic plan that will help the Burlington Food Bank continue to make a meaningful impact on food security in our community.