



REQUEST FOR PROPOSALS (RFP)

Strategic Planning Services

For: Community Action Program Committee, Inc. and Head Start/Early Head Start Program

I. Introduction

Community Action Program Committee, Inc. (CAPC) is soliciting proposals from qualified consulting firms or individuals to facilitate the development of a **comprehensive Strategic Plan** that will guide the organization's operations over the next three to five years. The plan must address the full scope of agency services, including Community Services Block Grant (CSBG)-funded programs, the Low-Income Home Energy Assistance Program (LIHEAP), the Weatherization Program, and our federally funded Head Start/Early Head Start (HS/EHS) programs.

The resulting Strategic Plan must meet the requirements outlined by the **Community Action Partnership, Office of Head Start**, and relevant federal, state, and local regulatory bodies.

II. Background Information

CAPC is a private, nonprofit Community Action Agency committed to empowering individuals and families toward economic security, education, housing stability, and health and wellness. Our services span multiple program areas, including energy assistance, workforce development, educational supports, housing supports, and early childhood education through Head Start and Early Head Start.

We serve approximately 2,607 individuals annually across seven counties in Florida. Our Head Start/Early Head Start programs serve 758 children and families at 12 centers. Our mission is to help low-income families achieve stability and self-sustainability by collaborating with community stakeholders to create solutions to poverty.

III. Scope of Work

The selected consultant will be responsible for facilitating a strategic planning process that includes the following elements:

A. Strategic Planning Process

- Facilitate planning sessions with the Board of Directors, Policy Council, leadership team, community stakeholders, families, and staff.
- Review and integrate findings from recent Community Needs Assessment(s), Head Start Self-Assessment(s), Program Information Reports (PIRs), and Monitoring Reports.
- Conduct SWOT analyses for the overall agency and the Head Start/Early Head Start programs.
- Identify and articulate agency-wide and Head Start-specific strategic goals, objectives, strategies, and measurable outcomes.
- Ensure Head Start Five-Year Goals are fully incorporated and aligned with Head Start Program Performance Standards (HSPPS) as well as Results Oriented Management and Accountability (ROMA).
- Develop a fully integrated Implementation Plan, Evaluation Plan, and Communication Plan.
- Facilitate a final presentation of the Strategic Plan to the Board of Directors and Policy Council for approval.

B. Deliverables

- Written Strategic Plan document (both editable digital version and print-ready version)
- Executive Summary for public distribution
- Implementation Timeline (by year)
- Key Performance Indicators (KPIs) Matrix
- Governance Alignment Documentation (Board and Policy Council roles)
- Communication Materials (e.g., one-page overview, visual roadmaps)

- Integration of the Results Oriented Management and Accountability (ROMA) framework into the Strategic Plan, including alignment of goals, objectives, and outcomes with ROMA principles. The plan must demonstrate a clear path from needs assessment to outcomes, using ROMA's six national goals and the logic model approach to support results-based planning and performance measurement.
 - Facilitation of a two-day offsite strategic planning session, including agenda development, preparation of planning materials, and leading interactive discussions. Consultant will work with agency leadership to coordinate logistics and ensure inclusive participation from board members, Policy Council, staff, and community stakeholders.
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IV. Required Qualifications

Proposers must demonstrate the following:

- Proven experience facilitating strategic planning processes for nonprofits, government entities, or community action agencies.
 - Specific experience working with Community Action Agencies and/or Head Start/Early Head Start programs.
 - Knowledge of CSBG Organizational Standards and Head Start Program Performance Standards (HSPPS).
 - Strong skills in community engagement, data interpretation, facilitation, and strategic writing.
 - Ability to deliver within tight timelines and in collaboration with multiple stakeholders.
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V. Proposal Requirements

Proposals should include the following sections:

1. Cover Letter

2. Company/Consultant Profile

- Relevant background and experience
- Key personnel assigned to the project.

3. Approach and Methodology

- o Describe your process for developing the Strategic Plan.
- o Include methods for community engagement and stakeholder input.

4. Project Timeline

- o Include proposed milestones and final completion date.

5. Deliverables

6. Relevant Experience and References

- o Provide at least three (3) references from similar projects.

7. Cost Proposal

- o Detailed, itemized cost including travel, meetings, report writing, and all other expenses.

VI. Timeline for RFP Process

Activity	Date
RFP Release	May 5, 2025
Deadline for Questions	May 15, 2025
Proposal Due Date	May 30, 2025
Review and Selection	June 6, 2025
Project Start Date	June 16, 2025
Desired Completion Date	TBD

Dates may be subject to change based on organizational needs.

VII. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience with CAA and/or Head Start strategic planning.
- Quality of approach and methodology
- Qualifications of assigned personnel
- Proposed timeline and project management approach
- Cost-effectiveness

References and past performance

VIII. Submission Instructions

Proposals must be submitted electronically (PDF format) by [Proposal Due Date] to:

Michelle Malden at m.malden@capc-pensacola.org

Subject Line: **Strategic Planning Proposal Submission – Community Action Program Committee, Inc.**

Optional hard copies can be mailed to:

2501 West Wright Street Pensacola FL 32505

All questions related to this RFP should be submitted in writing to **Delicia Straughter** at **d.straughter@capc-pensacola.org** by **May 16, 2025**.

Additional Notes:

- Community Action Program Committee, Inc. reserves the right to reject any or all proposals, to waive technicalities, or to negotiate portions of any proposal.
 - Minority-owned, woman-owned, and small businesses are encouraged to apply.
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