REQUEST FOR PROPOSALS:
NONPROFIT STRATEGIC PLANNING FACILITATORS

PURPOSE
The National Preservation Partners Network (NPPN) has initiated a Request for Proposal (RFP) process to identify consultants to guide and execute a strategic direction and planning process with our Board of Directors, staff, and stakeholder community to inform and produce a dynamic strategic roadmap to guide NPPN for the next one to three years. As a young organization, we are interested in identifying priorities that will inform a working roadmap/adaptive plan to guide operations and growth rather than a traditional strategic plan. Innovative approaches are encouraged.

WHO IS ELIGIBLE TO RESPOND?
The National Preservation Partners Network (NPPN) seeks consultants who demonstrate a strong overall understanding of the structure and purpose of nonprofit organizations. Experience with membership, service-based, cultural heritage, or association organizations is preferred. The selected candidate will have strong facilitation skills, proven experience with nonprofit strategic guidance, and is comfortable working with groups that need to meet via Zoom or by phone for most (if not all) of this process. The proposal is due Monday, January 31, 2022.

ABOUT THE ORGANIZATION
The National Preservation Partners Network (NPPN) was founded in 2018, after forty years as a program under the auspices of the National Trust for Historic Preservation. Our mission is to advance the growth and effectiveness of the organized historic preservation movement through communication, education, training, and a common advocacy agenda. We are deeply committed to making the field of historic preservation more equitable and inclusive. We believe that preservation is about saving places that matter to all Americans—places that consider, represent, and engage a wide variety of people. NPPN uses a membership-based model, with members spanning Maine to Guam. Our members are largely associated with or represent statewide and local historic preservation organizations as well as several national organizations. NPPN offers a range of Affinity Groups, webinar trainings, networking opportunities, and when possible, two in-person meetings a year. We also have a dedicated series of information-sharing opportunities for organizations with revolving funds. We have a strong, active Board of Directors (23 members), and a program director who oversees operations. More information is available on our website at PresPartners.org.
OWNERSHIP AND CONFIDENTIALITY

All intellectual property will become the property of the nonprofit organization receiving services. All data remains the sole property of the nonprofit organization. The consultant shall agree to keep information related to this process in strict confidence, including, but not limited to, the terms of the contract and any confidential business information or proprietary information that has been gathered on this project.

PROPOSAL

The proposal must include the following specific information:

General Information: The proposal should provide the name of the consultant, title, address, phone number, email address, and website. The names and email addresses for any team members assisting in the project should also be included.

Consultant Qualifications & Roles: The proposal must describe the consultant’s qualifications such as work activities, expertise, knowledge, and experience. Experience should include examples of similar related nonprofit work.

Some key qualifications that will be considered:

- Experience in successfully developing strategic guidance documents for nonprofit organizations
- Knowledge of collective impact or collaborative strategic initiatives
- 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 in a digital environment
  - Experience in inspiring others to think innovatively
- Project management experience
- Culturally competent in the areas of race, equity, and inclusion
- Familiarity with historic preservation, community development, museums, or other heritage and cultural organizations is preferred
- Have own Zoom or other virtual meeting account

Scope of Work & Deliverables

We expect the project to include:

- Project management and meeting facilitation
- A series of facilitated conversations resulting in an innovative and inclusive strategic guidance document that includes metrics with a focus on short (one-year) and longer-term (three year) goals
- A written document to guide the organization’s sustainability and growth
**Work Plan:** The proposal should include a detailed description of the activities to be conducted by the consultant to complete the work.

- Your approach to nonprofit strategic planning/visioning and facilitation
- Specific activities to be conducted in the process
- Sample timeline for the activity in the process
- List of milestones & deliverables tied to the activities
- Proposed payment schedule tied to project milestones & deliverables

**Detailed Budget for the Project:** Please include a budget narrative to explain the costs. NPPN has $10,000 reserved for this work.

**Three Client References:** Information regarding each reference should include the client’s name, address, contact person’s name, phone number, and email address.

**Previous Work Product:** The proposal should include at least one sample of a previously completed strategic planning document. Please describe the planning process used to develop the document. Portions may be redacted to protect private information as needed.

**INSTRUCTIONS FOR SUBMISSION**

1. **Closing Submission Date**
   
   Proposals are due by 8:00 pm Eastern on Monday, January 31, 2022.

2. **Inquiries**
   
   Inquiries concerning this RFP should be directed to Program Director Rebecca Harris at: rharris@prespartners.org.

3. **Conditions of Proposal**
   
   All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by NPPN.

4. **Submission Instructions**
   
   All submissions must be submitted electronically to: rharris@prespartners.org. Please use “Response to RFP” as the subject line.

   Electronic submissions cannot exceed 12 megabytes per email. Multiple emails per RFP submission can and will be accepted. An email acknowledgement of each submission received will be sent to the applicant.

   All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.
5. Reservation of Rights

NPPN reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. NPPN may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. NPPN reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. NPPN reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of NPPN. It does not commit NPPN to award any grant.

6. Confidentiality

If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.

7. Ineligibility

Conflict-of-Interest: Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained.

8. Notification of Selection and Timeline

A NPPN RFP Selection Committee will be formed to evaluate submissions. The evaluation process will include individual committee member evaluation, followed by committee discussion and ranking of proposals. After preliminary ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely ranked and/or more information is needed. References will be contacted for all finalists.

The final recommendation of the RFP Selection Committee will be submitted for approval by the NPPN Board Chair and is not subject to appeal. All applicants will receive written notification of NPPN’s decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the website.

Additional information may be required from the selected applicant prior to the awarding of the project. Any information withheld or omitted, or failure to disclose any history of deficiencies shall disqualify the applicant from award of the project and/or contract. NPPN reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, NPPN may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.
Timeline

- November 22, 2021: RFP Release Date
- January 31, 2022: RFP Deadline
- February 7, 2022: Evaluation of proposals by Selection Committee begins
- March 15, 2022: Notice of selection emailed to applicants
- March 21, 2022: Startup contract signed
- July 29, 2022: Project completed and ready for implementation

Contact Person

Completed RFP submissions including all elements listed above are due by 8:00 p.m. Eastern on January 31, 2022. Submissions must be emailed to Rebecca Harris at: rharris@prespartners.org. Please put "Response to RFP" in the subject line.