



REQUEST FOR PROPOSALS

PURPOSE: To help develop a strategic plan that includes executive director transition

ISSUE DATE: April 1 , 2017

CLOSING DATE AND TIME: April 21, 2017

SUBMISSION: Send RFP via email to:

Heang Ly, Director of Consulting and Training

heang@teenempowerment.org

Subject line: consultant rfp

BACKGROUND

Mission:

To empower youth and adults as agents of individual, institutional, and social change.

Our Vision:

We envision a world in which youth with adults, in mutually respectful and supportive relationships, use their voices creatively to inspire, lead, and empower their communities to achieve justice and peace.

Our Theory of Change:

With the right skills and resources, all youth, including high-risk young people, can think deeply about the difficult social problems and work successfully with others to create significant change. While youth are often seen as part of the problems facing urban communities, they are rarely engaged as part of the solution. The Center for Teen Empowerment helps youth find their voices and talents and use them to involve large numbers of their peers and adults in building peace, tolerance and community.

History:

In 1992, Stanley began the Center for Teen Empowerment (TE) to involve low-income, urban youth in helping to solve the most pressing issues in their communities using the unique, interactive Teen Empowerment Model. Since then, Teen Empowerment youth, staff, and board members have worked diligently to meet this mission, with remarkable results for thousands of youth, adults, police officers, public officials, and social service workers. CTE brought its successful Model to Rochester, NY in 2003 and Somerville, MA in 2004. Each year, Teen Empowerment employs more than 120 youth who conduct over 250 initiatives that involve more than 5,000 youth, residents, public officials, and police in efforts to build peace, tolerance, and community. TE also provides consulting, training and publications to help other service providers adapt our methods for use in their own

programs. TE's work is recognized nationally and has received numerous honors, including MetLife Foundation's Community-Police Partnership Award (2012), Harvard University Ash Center Bright Idea (2010 and 2012), RIT Center for Public Safety Initiatives Award (2009), U.S. Mayor's Conference Best Practice in Youth Development (2007), and Drucker Foundation Nonprofit Innovation of the Week (2004).

PURPOSE OF PROJECT

The Center for Teen Empowerment is at a inflection point as it poises itself for a successful succession with the transition of the founding Executive Director. The organization seeks to create a new strategic plan for its 5 year vision that will guide its new leadership. This strategic planning process is intended to identify the following:

- The organization's strategic priorities
- The stakeholders that need to be a part of the strategic planning process and how they will be incorporated
- The questions to ask in order to create an effective strategic plan and the process for answering them
- The strengths, weaknesses, opportunities and threats to the organization
- Objectives and measurables to meet our strategic priorities
- An executive director transition plan

SCOPE OF SERVICE

Working with The Center for Teen Empowerment Board and Staff the consultant shall provide the following services and deliverables:

Services (must include but not limited to):

1. Individual interviews with executive director, key staff and board members, and other stakeholders
2. Analysis and research to inform the best strategic plan
3. Facilitation of 6-8 staff strategic planning meetings

Deliverables:

Deliverables will include, at a minimum, the following:

- Written analysis of where the organization is at present
- Comprehensible written 5 year strategic plan
- Written executive director transition plan and search process if deemed necessary
- Written new executive director/leadership staff job description(s)
- Internal and public materials for the executive director/leadership job search(es)

TIMELINE

The following schedule provides the target dates for the selection process and the services to be performed for the strategic planning process:

Activity	Date
Postmark Deadline for proposals	April 21, 2017
Presentation and interview finalists	April 22-May 12, 2017
Selection of contractor	May 20, 2017
Work begins	June 1, 2017
Deliverables completed	November 1, 2017

COMPENSATION FOR SERVICES

The Center for Teen Empowerment will expend funds commensurate with completion of a high-quality planning process, data and plan. Each contractor's bid should include all fees, expenses, supplies, printing, travel, per diem, overhead and profit, insurance, taxes, and any other expenses attributed to the planning process.

SUBMISSION REQUIREMENTS

Applicants shall submit a proposal that includes, at a minimum, the following elements:

1. **Title Page** that includes the name of firm or lead contractor, address, telephone and email, contact person and date of submission.

2. **Profile of the Contractor** that includes:

- A list of the names and title of the members, partners, officers, management and staff of the contractor's firm (if applicable). Include an illustration of the firm's (or the independent contractor's) organizational structure and the number of years the firm has operated.
- A minimum of three references for which the contractor has provided comparable contractual services to those specified in the RFP along with the subcontractors and contacts where applicable.
- A summary and samples of the contractor's work on similar projects.
- Evidence of experience working with issues relating to diverse populations.
- Resumes of key individuals associated with this proposed project.

3. A **Work Plan** that incorporates the scope of services outlined. The work plan should generally identify the expected duration of each task and reflect associated personnel and other resources required for all tasks to be performed. This should include a schedule for all deliverables. On-site and off-site time should be separately stated. There should be a clear delineation of contractor's and the Center for Teen Empowerment task responsibilities.

4. **Project Fees** must include a line item project expense budget indicating all costs for carrying out the proposed work, including personnel, travel, lodging, meals, supplies, materials, overhead and all other necessary expenses.

5. A **technical approach**, which describes how you will carry out the tasks outlined above

- Please consider your experience in working with an organization like the Center for Teen Empowerment and how it aligns.
- Please consider your unique abilities/experience that you will bring to the process
- Please consider how you will be able to work collaboratively with staff and board to achieve deliverables

SELECTION

The Center for Teen Empowerment will review and examine all proposals received. Those proposals that do not respond to the requirements of the RFP will not be considered.

A strategic planning committee comprised of the Center for Teen Empowerment board and staff will review the proposals and will choose a limited number of applicants for an in person interview.

Selection will be made based on the best value to the Center for Teen Empowerment and the quality of the proposal.