



Request for Proposal
for
Organizational Strategic Planning Consultant

Issued: Friday, May 28, 2021

Deadline: Friday, June 11, 2021 at 5:30PM CST

Submit proposal via email to Chelsey Viger at

Chelseyviger@sarahomeless.org

I. Summary

The South Alamo Regional Alliance (SARAH) is the local Continuum of Care (CoC) Lead Agency for San Antonio and Bexar County. SARAH manages and coordinates federal funding and resources, operates the coordinated entry system of homeless housing resources, and collects and analyzes data to ensure everyone in our community has a safe place to call home.

SARAH is accepting proposals to develop a 3-year organizational strategic plan that aligns with the broader community's [Homeless Strategic Plan](#) and SARAH's recently created [mission, vision, and values statement](#). The strategic plan will include annual goals and priorities along with the development of a mechanism for implementation.

II. Proposal Guidelines and Requirements

a. Statement of Work – The statement of work should include the name of the project, expected start date, project description, consultant staff involved in completing the project, and an overview of the agency's specific approach to the project.

b. Objectives and Activities – The proposal should describe each anticipated outcome with a description of activities. Activities should include number of hours, suggested meeting schedule, and responsible parties.

c. Timeline – The timeline should describe monthly activities expected to be completed during the contract. The timeline may be incorporated into the objectives and activities section.

d. Alignment – The proposal should include a description on how the consultant will align the organizational strategic plan with the community's [Homeless Strategic Plan](#) and [SARAH's mission, vision, and values](#).

e. Fees and Payment – The proposal should include the total estimated cost of the project along with an invoice schedule. A fee schedule may also be included along with additional services available related to the project.

f. Relevant Experience and References – Any relevant experience the consultant has completed should be included. At least three references with contact information should also be included.

g. Point of Contact – The proposal should list a point of contact for the project in case of questions.

III. Contract Terms

Upon selection of proposal, SARAH and the consultant will enter in to a contract. The terms will include the timeframe of the contract, amount to be paid to the consultant, a billing and payment policy, details of product ownership, and a termination policy.

IV. Submission Requirements

Interested consultants should submit their proposal electronically to Chelsey Viger at Chelseyviger@sarahomeless.org. SARAH will only accept applications via email. Applicants will receive notification upon receipt of their proposal.

The deadline for submission is Friday, June 11, 2021 at 5:30PM CST.

V. Evaluation and Award Process

Criteria used for selection of a consultant will include, but not be limited to, the quality of the proposal, experience, and qualifications, as well as the proposed fee. SARAH reserves the right to award a partial amount of the project based on budget restraints.

All applicants will be notified of the status of their application through email by Monday, June 21, 2021. The selected consultant will have one week from the email send date to accept, deny, or negotiate the offer.

VI. Point of Contact

Questions should be directed to Chelsey Viger at Chelseyviger@sarahomeless.org or 210-876-0720, extension 105 (please leave a voicemail).