



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

## REQUEST FOR PROPOSAL 2023 Board of Directors Retreat & Strategic Plan Formation

July 11, 2023 to July 26, 2023

Proposals should be directed to:

Yarima Hernandez

And

Questions and inquiries should be directed to:

Dr. Fred Hicks

[fhicks@elchc.org](mailto:fhicks@elchc.org)

Please title subject line: RFP: Retreat Facilitation and Strategic Plan Question

Early Learning Coalition of Hillsborough County

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813-515-2340

[yhernandeztamayo@elchc.org](mailto:yhernandeztamayo@elchc.org)

## I. GENERAL INFORMATION

- A. **Purpose.** This request for proposal (RFP) is for the Early Learning Coalition of Hillsborough County (“ELCHC” or “Coalition”) to identify and contract with a single organization that can provide 2023 Board of Directors Retreat and Strategic Plan Formation during the period July 11, 2023 to June 30, 2024.
- B. **Who May Respond.** Any U.S. based organization providing meeting/strategic planning facilitation services.
- C. **Instructions on Proposal Submission.**
1. **Closing Submission Date.** Proposals must be submitted via email no later than 5:00 pm EST on July 26, 2023 to YHernandez@elchc.org
  2. **Inquiries.** Inquiries concerning this RFP should be emailed to:  
Dr. Fred Hicks  
CEO  
[fhicks@elchc.org](mailto:fhicks@elchc.org)  
Please title subject line: RFP: Retreat Facilitation and Strategic Plan Question  
Inquiries will be accepted no later than 5 pm EST on Wednesday July 19<sup>th</sup>. All questions and answers will be posted on our website [elchc.org](http://elchc.org)
  3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Early Learning Coalition of Hillsborough County (the “Coalition”),

It is the responsibility of the Offeror to ensure that the proposal is received via email by the Coalition by the date and time specified above. Late proposals will not be considered.

To ensure a fair review and selection process, personnel submitting proposals are specifically requested not to make other contacts with Coalition staff or members of the Board of Directors regarding this proposal during the proposal's timeline. Failure to comply with this request will result in disqualification of the proposal.

4. **Right to Reject.** The Coalition reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.
5. **Minority-Owned Businesses.** Efforts will be made by the Coalition to utilize woman, minority and/or service-disabled veteran owned businesses.
6. **Notification of Award.** It is expected that a decision selection will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations, all Offerors submitting proposals to this Request for Proposal will be informed about the selection decision. If both parties cannot agree on prices for a formal contract, the work will be rebid.

II. **DESCRIPTION OF ENTITY.** The Early Learning Coalition of Hillsborough County (ELCHC) was created in response to the School Readiness Act (s. 411.01, Florida Statutes (FS)) in 2000 and is dedicated to ensuring quality early care and education for children in Hillsborough County. The Coalition is a nonprofit corporation which has been determined to be exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The project included in this RFP will be funded 100% from federal funds, with disclosure to comply with Public Law (P.L.) 103-333, s. 508.

**Mission:** The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators, and the community.

**FAST FACTS:**

- Current number of staff: 145
- 2021-2022 Operating Budget: \$130,801,273
- Current number of board of directors: 22
- Approximately 1,200 child care providers in Hillsborough County
- 2021-2022 School Readiness children served: 18,468
- 2021-2022 Voluntary Pre Kindergarten (VPK) children served: 9,953
- Website to learn more: [www.elchc.org](http://www.elchc.org)

III. **SCOPE OF SERVICES NEEDED**

The Early Learning Coalition Hillsborough County is seeking a company who can provide:

### **One Day Board of Director (“BOD”) Strategic Planning Retreat**

**Proposed One-Day ELC BOD Retreat facilitation:** include the retreat purpose, proposed activities, materials, supporting documentation, logistics (on-site or remote), Separate budget for the one-day retreat, and suggested quarterly follow-up.

### **Strategic Plan Development**

**Understanding of Organizational Objectives:** The response must include what information is required from the ELCHC to demonstrate a clear understanding of the organization's strategic objectives and goals. The response should articulate how the proposed solutions align with and contribute to achieving the ELC's objectives.

**Proposed Methodology:** The Response must include a detailed explanation of your proposed methodology for strategic planning. This may include the approach to conducting research, stakeholder engagement, data analysis, goal-setting, and implementation strategies.

**Experience and Expertise:** The Response include information about the relevant experience and expertise in strategic planning. This may include past projects, case studies, or client references that demonstrate your ability to deliver successful strategic planning initiatives.

**Team Composition and Qualifications:** The Response should include the qualifications and experience of the team members who will be involved in the strategic planning process.

**Deliverables:** The Response should include your proposed strategic development plan for this project (1 pager), an implementation roadmap, sample progress reports, and a quarterly follow-up schedule.

**Timeline and Milestones:** The Response should include a timeline for the strategic planning process and milestones that the vendor or consultant needs to adhere to. This ensures that the project stays on track and is completed within the desired timeframe.

**Cost and Budget:** The Response should provide a detailed breakdown of your costs, including fees, expenses, and any other financial considerations.

**Reporting and Communication:** The Response must include reporting structure and communication channels. This ensures that there is effective communication and regular updates throughout the strategic planning process and a follow-up schedule.

#### **IV. CONTRACT ETHICS**

1. No employee of the Coalition who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Coalition employee, Board of Director, or for any Coalition employee, or Board of Director to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

**V. PROPOSAL SUBMISSION.** Proposals received after the deadline will not be accepted. It is neither Coalition's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Coalition reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Early Learning Coalition of Hillsborough County.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

**VI. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall at a minimum include the following:

##### **1. Organizational information**

- a. Bidder name
- b. Address
- c. Email
- d. Phone, and preferred method of contact
- e. Indicate, if appropriate, if the firm is a small or Certified Minority Owned Business (CMOB include certificate with RFP)

f. Name where you maintain office(s)

**2. Detailed Scope of Work Items:**

**RFP Timeline**

RFP Issue Date:	July 11, 2023
Deadline to submit questions	July 19, 2023 to fhicks@elchc.org. Please title subject RFP: Retreat Facilitation and Strategic Plan Question  Questions will be answered by July 21, 2023
Proposal Due Date	July 26, 2023 at 5:00 pm (EST)
Evaluation Period Begins	July 27, 2023
Award and Contract Execution	On or before August 7, 2023

**VI. RFP SCORING.** Proposals will be scored based on the following attributes and weights:

<b>Attribute</b>	<b>Weight</b>
List of 5-7 current client reviews	20%
Ability to demonstrate exceptional response time and satisfaction guaranteed	30%
Proposed follow-up and effectiveness	10%
Demonstration of additional services at no charge (includes quarterly follow-ups with the ELCHC BOD for the initial year after the kickoff retreat.)	30%
Cost/Value	5%
Certified Minority-Owned Business	5%