

Request for Proposals

STAR Strategic Plan



I. General Information

Project Objective: To develop a 5 year strategic plan.

Issuing Organization: Area Resources for Community and Human Services (ARCHS) on behalf of St. Louis Alliance for Reentry (STAR).

RFP Issued: April 14, 2017

Due Date for Proposals: 5:00 p.m., CST, May 22, 2017

Contact for Further Information: Les Johnson, ARCHS:

- Email: info@stlreentry.org.
- Phone: 314-289-5605

II. Summary

STAR is an alliance of community stakeholders that includes health and human service providers, criminal justice professionals, business leaders, and community stakeholders. STAR's mission is to integrate successful intervention principles and practices resulting in collaborative partnerships that enhance ex-offender self-sufficiency, reduce recidivism, and improve public safety and community health in St. Louis City and County. STAR is seeking a facilitator to lead a strategic planning process to establish a 5 year plan.

III. Background

In 2005, Missouri created the statewide Missouri Reentry Process (MRP), which allows state agencies opportunities to address barriers within their departments and work in a collaborative effort to increase offender success. Local reentry work groups were created across the state in 2006.

In 2010, St. Louis' MRP work group was reorganized and named *St. Louis Alliance for Reentry* (STAR). Learn more at [www.
http://doc.mo.gov/OD/DD/MRP.php](http://doc.mo.gov/OD/DD/MRP.php).

STAR is comprised of a volunteer steering committee and subcommittees that address regional reentry issues. ARCHS provides STAR with strategic services and staffing with support from Missouri Department of Corrections, Lutheran Foundation of St. Louis, and area community and faith-based organizations.

STAR is community alliance operationally housed under the umbrella of ARCHS. STAR is not a non-profit or incorporated entity. ARCHS provides administrative and backbone support to STAR. STAR has an independent social media and website platform that is managed and maintained by ARCHS. Learn more at www.stlreentry.org.

IV. Scope of Work

STAR is seeking a consultant to lead them through the process of developing a 5 year strategic plan. The plan will articulate STAR's vision/mission and include the goals, objectives, and actions steps that will guide the initiative for the next 5 years. STAR is requesting competitive bids for the work to be completed. The budget must be within a reasonable cost support the scope of work describes herein. Some of the questions STAR wants to address include:

- What should be STAR's areas of strategic focus?
- What additional partnerships can/should be developed?
- Are there new areas of focus that should be considered?
- How can STAR continue to add value through professional development activities?
- How does STAR enhance its "white paper" publications?
- Should STAR add a full/part-time employee? What would that position's focus be?

The consultant will work with STAR's Strategic Planning Committee, made up of members of the STAR Steering Committee's leadership team, on the details of the strategic planning process, schedule of activities, and selection of background information.

V. Deliverables

A final strategic plan document must include the following:

- Strategic areas of focus and targeted priorities for the next 5 years
- Goals and objectives to meet priorities
- Committee Structure (both current and new) that will support goals, including partnerships with other organizations
- Recommendation of necessary staff/resources to carry out deliverables

VI. Timetable

- May 22, 2017 (no later than 5:00 pm CST)
 - RFP due to ARCHS
- June 16, 2017
 - Reach award decision
- July 2017 - December 2017
 - Execution of activities
- January 2018
 - Plan draft completed

VII. Selection Process

The STAR Strategic Plan Committee will review all proposals. In evaluating proposals, price will not be the sole factor. The Committee may consider any factors it deems necessary and proper, including but not limited to: price, quality of service, response to this request, experience, staffing, and general reputation. The final selection will be made by STAR's Steering Committee.

VIII. Information Required of Respondents

In responding to this RFP please use the following format. The response to RFP should be no more than 5 pages in length, plus attachments.

Section 1. Executive Summary of the Proposal

- Provide a brief summary of Sections 2 through 6 of the proposal.

Section 2. General Description of the Planning Activities Recommended

- Provide a brief statement of your understanding of the requested effort including a detailed outline of the planning process proposed.

Section 3. Work Plan

- Provide information about proposed activities that would involve key stakeholders such as STAR's Steering Committee members etc. Also provide a timetable for completing the process within the timeframe in Part VI.

Section 4. Staffing Plan, Resumes

- Please identify each person who will work on the project, and identify his or her role. Also provide a resume and references for each member (attachment).

Section 5. Budget

- For each task listed in Section 3, please identify the expected hours of staff members identified in Section 4 and the total cost.

ARCHS will reimburse the consultant for those tasks completed associated with developing the strategic plan. Identify the total billing rate for each staff member if applicable. (attachment)

Budget Template

Activity	Staff	Hours	Project Cost
		Total	

IX. Proposal Submission

Proposals should be prepared in a straightforward manner to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Proposals will only be received via email.

Additional questions concerning this RFP should be emailed to ARCHS at info@stlreentry.org.

Send proposal to: Les Johnson, ARCHS:

- Email address: info@stlreentry.org
 - Subject line: STAR Strategic Planning Proposal
- Deadline for Receipt of Proposal:
 - No later than 5 p.m. (CST), May 22, 2017

ARCHS will require qualified bidders to be interviewed in person. Travel expenses and cost related to the interview will be the responsibility of the bidder. ARCHS/STAR will reach a decision on awarding the contract no later than June 7, 2017 contingent upon the quality of bid proposals received.

