

# JUSTICEHUB OF KALAMAZOO

## **Request for Proposal (RFP): Strategic Plan Facilitation and Development**

### **About Kalamazoo Justice Hub**

The Kalamazoo Justice Hub challenges systemic oppression by supporting people working to build power in their communities. The hub offers space for experimentation, capacity-building support, shared resources, and fiscal sponsorship. Our services are designed to help project leaders decrease their administrative burden so they may work boldly and creatively toward a more just community.

### **Our Values:**

- Love of Kalamazoo
- Commitment to Justice
- Integrity
- Accessibility
- Collective Care and Action
- Consistency
- Adaptability
- Courage
- Imagination
- Humility

### **Project Overview:**

The Kalamazoo Justice Hub (KJH) seeks proposals for strategic planning services from qualified consulting firms or individuals with a strong background in justice, community engagement, and social equity. The chosen consultant will work closely with KJH Directors to develop a comprehensive strategic plan that aligns with our mission to promote justice, equity, and community well-being in Kalamazoo and beyond.

### **Project Objective:**

- The primary objective of this strategic planning process is to create a detailed, actionable plan that will guide KJH over the next 3-5 years. The plan should address key areas such as program development, community engagement, advocacy, funding, and organizational growth, focusing on promoting justice and equity in the community.

### **Scope of Work:**

- Facilitate a minimum of five stakeholder engagement sessions to gather input and feedback from community members, partners, and other stakeholders.

- Develop and distribute feedback survey to community stakeholders
- Perform a SWOT analysis to identify strengths, weaknesses, opportunities, and threats.
- Conduct a comprehensive review of KJH's current strategies, programs, and initiatives.
- Organize and facilitate a strategic planning retreat for board and staff leadership.
- Deliver a final strategic plan document, including an executive summary, strategic priorities, and performance indicators.

**Proposal Submission Requirements:**

Interested parties should submit the following documents:

- A cover letter introducing your company, your alignment with KJH values, and your qualifications for the project.
- A detailed proposal outlining your approach, strategies, and methodologies for achieving the project objectives.
- Proposed timeline for project completion, including key milestones.
- Cost breakdown, including a clear pricing structure for your services.
- Previous Strategic Plan documents or client testimonials that demonstrate your expertise in similar projects.

**Selection Criteria:**

The contractor will be selected based on the following criteria:

- Local candidates who are familiar with Kalamazoo are preferred.
- Historically marginalized candidates are encouraged to apply
- Demonstrated experience in strategic planning and community facilitation
- Ability to understand and align with our organizational mission and values.
- Proposed timeline and approach for achieving project objectives.

**Budget:** \$10,000

**Timeline:**

- RFP Release Date: April 9, 2024
- Deadline for Proposal Submission: April 23, 2024
- Selection of Contractor: April 30, 2024
- Project Start Date: June 2024
- Ideal Project Completion Date: August 2024

**Contact Information:**

For questions, to request accommodations and submission of proposals, please contact:

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