

Chesapeake Bay Trust

REQUEST FOR PROPOSALS

CONSULTANT SERVICES Strategic Planning Facilitation

SECTION I - INTRODUCTION

1.1 Purpose: The purpose of this Request for Proposals ("RFP") is to assist the Chesapeake Bay Trust, a non-profit grant-making organization, in several elements of creating a 2020-2025 strategic plan

SECTION II – SERVICES/SCOPES OF WORK and OFFEROR'S MINIMUM QUALIFICATIONS

2.1 Scope

Maximum bid: Bids not to exceed \$15,000

Timeline: Work must be completed by February 2020

a. Scope of Work – Introduction

The Chesapeake Bay Trust is a non-profit grant-making organization established in the 1980s that makes about 400 grants per year to support K-12 environmental education, on-the-ground restoration, community engagement, and capacity building. For over 20 years (four five-year strategic plans), the Trust has been strongly guided by strategic planning documents that are used to building annual work plans. The Trust is coming to the end of its 2015-2020 strategic plan term, and will be building its 2020-2025 strategic plan. The organization seeks assistance with several elements of the plan, including facilitation of board discussions, stakeholder interviews and compilation of stakeholder responses, and general strategic plan guidance. Trust staff and board will write the plan, with consultant input/review.

Specific activities to be conducted by the consultant include:

- Activity A – Assistance/guidance provided to Trust staff/board strategic planning leadership on method of strategic planning process to be used (e.g., scenario planning, critical issue planning, goal planning, alignment planning, etc.)
- Activity B – Facilitation of at least two board discussions, one at our September 26/27 board retreat in McDaniel, MD, and one at our November 20 board meeting in Annapolis, MD. The consultant must currently be available all three of these dates, though only one of the two September dates will be used (Retreat agenda still under development).
- Activity C – Stakeholder interviews with at least 15 key stakeholders to be identified by the Trust with input and review by the consultant.
- Activity D – Review of vision, mission, and values products created by Trust staff and board

b. Scope of Work – Deliverables.

Offerors must outline in detail their ability to complete the five sets of deliverables below (order is open to suggestion).

- Deliverable A – Phase I – Facilitated Board conversation #1
 - A strategic planning framework chosen
 - A first facilitated board discussion structured depending on strategic planning framework chosen (notes to be taken and written up by Trust staff)

- Deliverable B – Phase II – Stakeholder Interviews
 - List of questions to pose to interviewees (modified from draft created by Trust staff)
 - Compilation of stakeholder interviews identifying key strengths, weaknesses, threats, and opportunities.

- Deliverable C – Phase III — Facilitated Board conversation #2
 - A second facilitated board discussion structured depending on strategic planning framework chosen (notes to be taken and written up by Trust staff)

- Deliverable D – Phase IV - Review and suggested edits of documents and work product primarily created by staff and board:
 - vision, mission, and values products created by Trust staff and board
 - documents created by Trust staff under guidance of consultant, to be determined depending on strategic planning framework chosen (e.g., scenarios, critical issue analysis, etc.)

- Deliverable E – Phase V - Review and suggested edits of final strategic plan

c. Qualifications and expertise

Offeror's personnel assigned to perform under the Contract should have the following knowledge/experience:

- Knowledge of the theory of strategic plan development
- Experience developing at least three strategic plans, preferably for three different organizations.

SECTION III – ADDITIONAL SERVICES

Additional Services. The Contract Officer may request ancillary or additional services within the capacity of the Contractor as may be useful or necessary in the interests of the Trust and the Project for any of the above Scopes of Work.

Add/Deduct: The Trust reserves the right to add or remove items from the base bid proposal during the contract and modify or adjust scope of work and payment as needed.

SECTION IV - PROPOSAL FORMAT AND SUBMISSION INFORMATION

4.1 Principal Solicitation Officer and Issuing Office:

Contract Officer: Jana Davis
Telephone Number: 410-974-2941 x100
E-Mail: jdavis@cbtrust.org
Address: Chesapeake Bay Trust
108 Severn Ave
Annapolis, MD 21403

The sole point of contact for the purpose of this RFP is the Contract Officer.

4.2 Prospective Offerors: An “Offeror” is a person or entity that submits a proposal in response to this RFP.

4.3 Cancellation; Discretion of Contract Officer: This RFP may be canceled in whole or in part and any proposal may be rejected in whole or in part at the discretion of the Contract Officer. In addition, the Contract officer has the right to negotiate separately with any Offeror in any manner which will best serve the interests of the Trust. The Contract Officer may waive any mandatory condition or minimum qualification if she determines that such action is in the best interest of the Trust.

4.4 Submission Instructions/Proposal Closing Date:

Offerors must submit proposals via email to jdavis@cbtrust.org no later than **4:00 p.m. on August 1, 2019**, (the "**Closing Date**"). Requests for extensions will not be granted, late applications will not be accepted. If email confirmation of submission is not received within two business days, please contact the Principal Solicitation Officer listed in Section 4.1.

Proposals are irrevocable for 90 days following the Closing Date.

4.5 Proposal Format: Each proposal must include responses to a-e below in a concise (≤ 5 pages) description. Items f) and g) may be addressed outside of the 5 page limit and may be attached as additional pages. All material must be submitted in one electronic file.

- a) Names of individuals providing the services and number of years of experience in such areas

- b) The individual's proposal for how to address the elements of the scope(s) of work and required outcomes described in the services and deliverables section (Section IIa and b above).
- c) Response to the qualifications section: a description of the experience to provide services in the topics described above as described in Section IIc,
- d) Names, phone numbers, and email addresses of three references
- e) **The Offeror shall submit a budget including estimated total number of hours and hourly rate of compensation, any additional costs, and total compensation for each of the four deliverables described in Section IIb above.** The proposed costs will be irrevocable for a period of 90 days from the Closing Date, or if modified during negotiations, for a period of 90 days from the date such modified rates are proposed by the Offeror. The contract will ultimately be managed as a fixed-price contract with payment associated with the five phases of deliverables identified in Section IIb above.
- f) The resume or CV of the individual(s) providing the service
- g) Any other information which the Offeror considers relevant to a fair evaluation of its experience and capabilities.

4.6 **Professional Liability Insurance:** The Offeror shall agree to maintain in full force and effect during the term of the Contract usual and customary amounts of liability insurance coverage in connection with the performance or failure to perform services under the Contract.

SECTION V - EVALUATION PROCEDURE

5.1 **Qualifying Proposals:** The Contract Officer will review each proposal for compliance with the minimum qualifications set forth in "Offeror's Minimum Qualifications."

5.2 **Deviations and Negotiation.** The Contract Officer shall have the sole right to determine whether any deviation from the requirements of this RFP is substantial in nature, and the Contract Officer may reject non-conforming proposals. In addition, the Contract Officer may waive minor irregularities in proposals, allow an Offeror to correct minor irregularities, and negotiate with responsible Offerors in any manner deemed necessary or desirable to serve the best interests of the Project.

5.3 **Evaluation.** Proposals shall be evaluated by a review committee facilitated by the Contract Officer. Evaluation will be made on the basis of the evaluation criteria discussed below and may include any oral presentation that may be required by the Contract Officer, through a recommendation by the technical review committee, at his or her discretion. The Contract Officer reserves the right to recommend an Offeror for contract award based upon the Offeror's proposal without oral presentations or further discussion. However, the Contract Officer may engage in further discussion if he or she determines that it might be beneficial. In such case, the Contract Officer will notify those responsible Offerors with whom further discussion is desired. In

addition, the Contract Officer may permit qualified Offerors to revise their proposals by submitting "best and final" offers.

5.4 **Evaluation Considerations:** Proposals and any oral presentation by Offerors who meet the minimum qualifications set forth in Section II will be on the basis of the following factors:

- A. **Proposed Team (Specific Individual(s) Responsible for Performance of Contract).** Evaluation of the qualifications, reputation, and compatibility with needs of the Trust and the Project of the individual or individuals who will perform the Contract.
- B. **Proposed Approach.** Evaluation of the work to be performed to accomplish the goals outlined in the Scopes of Work in Section II.
- C. **Experience of Offeror.** Evaluation of the quality and quantity of the Offeror's experience and expertise in the areas proposed, supported by references.
- D. **Capacity.** Evaluation of the Offeror's ability and commitment to meet timeline for the Project.
- E. **Price.** Total cost to complete the project.

SECTION VI: OTHER INFORMATION

6.1 **Disclosure:** Proposals submitted in response to this RFP may be provided to government agencies and be subject to disclosure pursuant to the provisions of the Access to Public Records Act of the State Government Article of the Annotated Code of Maryland (the "Public Information Act"). Offerors must specifically identify those portions of their proposals, if any, which they deem to contain confidential or proprietary information and must provide justification why such materials should not, upon request, be disclosed by the State under the Public Information Act.

6.2 **Expenses:** The Trust and the Contract Officer are not responsible for any direct or indirect expenses which an Offeror may incur in preparing and submitting a proposal, participating in the evaluation process, or in consequence of this solicitation process for any reason.

6.3 **Acceptance of Terms and Conditions:** By submitting a proposal in response to this RFP, (A) the Offeror accepts all of the terms and conditions set forth in this RFP; (B) the Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract; (C) the Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the United States Government or the State or any department or unit thereof, including, without limitation, the payment of taxes and employee benefits, and, if selected for award, that it shall not become

so in arrears during the term of the Contract; and (D) the Offeror, acknowledges that they are compliant with federal employment and non-discrimination laws and have not been debarred, convicted, charged or had civil judgment rendered against them for fraud or related offense by any government agency (federal, State, or local) or been terminated for cause or default by any government agency (federal, State, or local).

6.4 **Disadvantaged Business Enterprise/Minority Business Enterprise (DBE/MBE) Participation:** This RFP encourages the participation of DBE/MBE firms (members of a group as defined in the State Finance and Procurement Article of the Annotated Code of Maryland (the "Procurement Article"), Section 14-301(f)(i)(ii)). The Trust encourages DBE/MBE firms who meet the minimum qualifications to respond to this RFP.

6.5 **Parties to the Contract:** The contract to be entered into as a result of this RFP (the "Contract") shall be between the successful Offeror (the "Contractor") and the Trust, and may be subject to EPA approval prior to Contract award.

6.6 **Contract Documents.** The Contract shall include the following documents: this RFP, the Contractor's Proposal (to the extent not inconsistent with the RFP or the Contract), and the Contract. In the event of an inconsistency, the Contract shall have priority over the other documents and specific conditions of the Contract shall have priority over General Conditions.

6.7 **Contract Term.** The Contract term shall commence as of a date to be specified in the Contract and, unless sooner terminated in accordance with the Contract, shall end when all work authorized under the Contract has been successfully completed, unless the Contract is renewed or extended at the sole option of the Contract Officer.

6.8 **Billing Procedures and Compensation.**

A. **Method.** The Contractor(s) must comply with billing procedures as may be required by the Contract Officer. Payment will be based upon satisfactory completion of benchmark tasks as identified in Section IIb above.

B. **Records.** The Contractor(s) shall submit invoices in a form acceptable to the Contract Officer and maintain records relating to the costs and expenses incurred by the Contractor(s) in the performance of the Contracts for a period of three years from the date of final Project payment under the Contracts.

6.9 **Certification.** The Offeror shall certify that, to the best of its knowledge, the price information submitted is accurate, complete, and correct as of the Closing Date, and if negotiations are conducted as of the date of "best and final offer."