

## **Racine Kenosha Community Action Agency, Inc.**

### **Bid Announcement – Strategic Planning Services**

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Racine Kenosha Community Action Agency, Inc. (RKCAA) has successfully operated anti-poverty programming in Racine County since 1967 and in Kenosha County since 1978. RKCAA's mission is "Stabilizing lives by providing supportive programs and access to community resources for individuals and families." The agency's vision statement is "Partnering in a thriving Community." RKCAA provides programming that includes The Emergency Food Assistance Program (TEFAP) and related nutrition programs; Weatherization Assistance Program (WAP) and associated programs; The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and associated programs; Commodity Supplemental Food Program (CSFP); Senior Farmers Market Nutrition Program (SFMNP); and Skills Enhancement Program (SEP).

RKCAA requests a bid to conduct a Strategic Plan Review Process with the Board of Directors and senior management to inform and update RKCAA's current Strategic Plan.

The plan will serve as a road map for future decision-making through September 2030 and provide insight and guidance in addressing current and emerging needs in Racine and Kenosha Counties. It will be the foundational platform for RKCAA operations and programs to ensure the agency remains financially sound and focused, provides stellar customer care and quality programming, and produces measurable results while serving as a resource in the community.

The successful vendor will facilitate a day-long process to assist the agency's Board of Directors and Staff in reviewing and updating its mission, vision, and core values and developing consensus regarding specific goals, objectives, strategic direction, and reporting.

#### **Scope of Work:**

- Prepare for and attend a pre-planning session with designated RKCAA team members to formulate the scope and priorities of the Strategic Planning Review Process,
- Organize, review, and analyze data/assessments provided by staff to assist in the facilitation of The Strategic Planning Review Process, seeking clarification and providing feedback as needed,
- Collaborate with designated team members to finalize the Strategic Planning Review Process agenda,
- Administer, collect, review, and provide an analysis of survey responses from the Board of Directors and Staff, sharing results with designated team members before the planning session,
- Facilitate a one-day planning session to develop an updated Strategic Plan,
- Prepare a written strategic planning document and PowerPoint, including insights and recommendations.

Please note the following disclosures:

1. RKCAA will own all materials developed and generated from the process,
2. The vendor will be granted full access to all materials,
3. Any proof of purchase must be provided to ensure RKCAA is not in violation of any image copyrights,
4. The vendor's role is to facilitate the strategic planning process as an objective guide, managing the process to ensure all stakeholders are heard, actively participate, and contribute to developing a cohesive, actionable strategy.

**Bid Content:** The bid must include an itemized description of all services to be provided in a clear, concise format and suggestions as to the approach to strategic planning, qualifications and experience, a clear timeline, and pricing structure. It must also demonstrate how the plan aligns with RKCAA's goals and objectives, highlighting key areas like SWOT analysis, vision, mission, goals, and actionable steps for implementation.

Please be advised that the vendor awarded this contract must provide a W-9 and proof of insurance. New vendors must supply two references. Please attest to your ability to comply with these requirements before the contract is issued in the bid document.

**Bid Evaluation:** Bids will be evaluated using the following criteria:

- **Technical Ability (40%)**
  - Qualifications (20%) - Demonstrated expertise in strategic planning facilitation, including experience working with non-profit organizations or similar agencies.
  - Proposed Personnel (20%) - Roles and responsibilities of proposed personnel in supporting each phase of the outlined Scope of Work.
  - Transition Plan (10%) - Feasibility and alignment of the proposed timeline with project deadlines.
  - Proposed Management and Facilitation Plan (20%) - Plan for collaborating with designated team members to finalize the agenda and effectively facilitate the strategic planning session.
  - Familiarity with Proposed Work and Value Added (10%) - Evidence of understanding RKCAA's mission, programs, and unique needs.
  - Proposed Data Collection and Analysis Plan (20%) - Comprehensive strategy for administering, collecting, and analyzing survey responses from the Board of Directors and staff. Methodology for presenting results and ensuring data-driven insights inform the planning session and strategic plan development.
- **Past Performance (20%)**
  - Reference Checks (For new vendors)
- **Financial Ability (10%)**
  - Financial Ability and Risk Ranking (Is the prospective vendor bonded/insured?)
- **Interviews with Key Staff (30%) – if applicable**

- Interviews with Key Management Staff (To clarify areas addressed in the overall proposal)

**Submission Deadline:** Please direct any questions regarding this announcement to Nicole Hunt at 262-637-8377 ext. 132. Vendors may request a clarifying interview (if needed) before proposal submission, but no later than March 24, 2025. Final bid submissions must be e-mailed to [nhunt@rkcaa.org](mailto:nhunt@rkcaa.org), mailed, or hand delivered to Nicole Hunt, 2113 N. Wisconsin Street Racine, WI 53402, by 4:30 pm on Friday, April 11, 2025. Any bid received after the submission deadline will be disqualified.

**Project Timeline:** Vendors must submit all bid content to RKCAA by April 11, 2025. RKCAA will respond to the designated developer by April 25, 2025. An initial meeting will be scheduled no later than May 12, 2025. Project implementation will begin no later than May 26, 2025, and the final Strategic Plan document is due September 17, 2025.