
CSRA EOA, INC. STRATEGIC PLAN BIDDERS CONFERENCE

MAY 6, 2022



SIGNIFICANT DATES

- RFP Released: Tuesday, April 15, 2022
- RSVP for Bidders Conference by: April 29, 2022 at 12:00 noon
- Virtual Bidders Conference: May 6, 2022 at 10:00 a.m.
- Proposals due: Monday, May 23, 2022
- Vendor selection: May 31, 2022
- Project begins: June 1, 2022

Please enter questions into the chat throughout the presentation. Thank you.

RFP CONTENTS

- About the Organization
- Project Overview
- Scope of Work and Deliverables
- Project Goals and Target Audience
- Ownership and Confidentiality
- Proposal Format
- Scoring
- Process for Proposal Submission

SUBMISSION OF PROPOSALS – GENERAL INFORMATION

■ Section I: General Information

- Name, title, address, phone number and email address for primary contact and for each person that will be engaged in this project.
- Organization Background. Summary of who you are, what you do, number of employees, and experience with strategic planning. Indicate whether the firm is a small or woman- or minority-owned business.
 - Must include a statement indicating you are not on the U.S. General Services Administrator's System for Award Management's (SAM's) list of excluded entities
 - Must disclose in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the contract. Except as otherwise disclosed in the proposal, the Bidder affirms that to the best of its knowledge there exists no actual or potential conflict between the Bidder, the Bidder's project manager(s) or its family's business or financial interests ("Interests") and the services provided under the Contract.
- Brief explanation of your approach to strategic planning and knowledge of project management.

SUBMISSION OF PROPOSAL - QUALIFICATIONS AND ROLES

Section II:

- Summary of experience in strategic planning process – especially in working with nonprofits and/or community action agencies.
- List of some similar projects and three (3) references.
- Qualifications and duties of staff to be assigned to the project; specify contact person with contact information.
 - Vendor may not sub-contract out any of the work without the pre-approval of the sub-contractor by CSRA EOA, Inc.
- Knowledge of or history in working with any of the following programs:
 - Community Services Block Grant Program, Head Start Program, Weatherization Assistance Program, Supportive Services for Veteran Families or Housing Counseling Programs

SUBMISSION OF PROPOSALS – WORK PLAN WITH SCOPE & DELIVERABLES

Section III:

- Project Plan with Scope of Work to include:
 - Timeline with the specific activities and amount of time required for each stage of the project, with milestones/deliverables.
 - Should include visioning/planning stage (meetings with staff, board, community partners, clients)
 - Planning stage
 - Plan development and submission for final approval
 - Budget based on specific activities– include a proposed payment scheduled tied to project milestones/deliverable.
 - Dedicated Resources (Staff & Hours) – attach resume and either job description or list of activities for each staff member assigned to the project.
- Estimated hours for the project must be included in the proposal.

KEY DELIVERABLES

- Activity: Focus groups, interview sessions, surveys, meetings with board of directors, staff, clients, volunteers, community partners, etc.
- Notes from meetings/planning sessions with board of directors, staff, clients, volunteers, community partners, etc.
- Strategic Plan – Actionable; to include goals, objectives, strategies, metrics
- Communications Plan for Strategic Plan implementation and results
- Recommendations regarding the plan's implementation and support structure

PROPOSAL SUBMISSION PROCESS

- Proposals are due by 5:00 PM Eastern on Monday, May 23, 2022 (5/23/22).
- Inquiries concerning this RFP should be directed via email to Sharon DuBose, PMP, CCAP at sedubose@csraeoa.org. All questions should be submitted in writing by 5:00 p.m. on 5/12/22. Answers will be posted to the website by COB on 5/13/22.
- All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by CSRA EOA, Inc.
- **Proposals should be submitted in PDF format via email to sedubose@csraeoa.org before the closing submission date and time.**
- Late arrivals will not be accepted. **Mailed submissions will not be accepted.**

SCORING OF PROPOSALS

- Qualifications
- Scope of the Proposal
- Work Plan
- Budget

The award will be made to the qualified bidder whose proposal is most advantageous to CSRA EOA, Inc. with price and other factors considered.

CSRA EOA, Inc., in its sole discretion, may request proposal presentations by meeting with any or all bidders to clarify or negotiate modifications to proposals. However, CSRA EOA, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the bidder can propose.

ADDITIONAL INFORMATION AVAILABLE

www.csraeo.org website:

- “About Us” section, click on “Official Documents”:
 - Agency Needs Assessment Reviews
 - Community Needs Assessment – 2021
 - COVID-19 Needs Assessment (2020)
 - Agency Strategic Plans
 - Strategic Plan 2017 – 2022 & Strategic Plan Report Year 5
- Programs Section
 - List of Programs – click on to learn more about each of the programs.

ADDITIONAL INFORMATION AVAILABLE (CONTINUED)

- <https://www.acf.hhs.gov/ocs/programs/community-services-block-grant-csbg> (CSBG)
- <https://eclkc.ohs.acf.hhs.gov/> (Head Start/Early Head Start)
- <https://www.energy.gov/eere/wap/weatherization-assistance-program> (Weatherization)
- https://communityactionpartnership.com/search-page/?fwp_l=strategic-planning (Community Action Agency Strategic Planning Resources)

QUESTIONS & ANSWER

- Please enter all questions into the chat.
- Questions will be documented and the questions and answers will be made available on the agency website for all bidders.