



LEGAL ADVERTISEMENT

REQUEST FOR PROPOSAL

Purpose: This Request for Proposal (RFP) is to contract for a strategic planning/organizational consultant for the Hancock Resource Center (herein referred to as HRC).

Scope of Services Required:

The consultant will review and make recommendations related to organizational structure including:

- Succession Planning: review current policies and procedures to insure institutional knowledge is sustained if there is a leadership change;
- Board Composition: review current composition and devise recruitment strategies to improve diversity and better meet organizational needs;
- Staff and Board Training: train board and staff to understand and improve diversity within the organization and the connection with long-term sustainability.
- Complete Scope of Services within designated timeline/benchmarks:
 - 2/1/20-Initial meeting
 - 2/15/20-Work Plan
 - 4/1/20 Initial report
 - Implementation assistance through 12/31/20.

Requirements:

Respondents, in its proposal, shall, as a minimum, include the following:

- Nonprofit experience, the proposal should describe its prior experience specific to the Scope of Services including the names, addresses, contact persons, and telephone numbers of prior clients.
- A description of its organization, size and structure.
- Respondents should describe the qualifications of staff to be assigned. Experience is required.
- Respondents should describe its understanding of the work to be performed, estimated hours and cost, and other pertinent information as applies to the proposal. The proposal should include a cost to provide the Scope of Services.
- Complete details for proposal requirements, may be obtained from Bryan Taylor, 228/467-8887 Ext. 101 or btaylor@hancockhrc.org.

Selection: The HRC Board Finance Committee will recommend award based on the following selection criteria:

- Prior experience of the firm (15 points)
- Qualifications of the staff that will perform Scope of Services (25 points)
- Understanding of the work to be performed, including a timeline and proposed milestones (25 points)
- Price (35 points)
- The total maximum points = 100 points.

Contract will be awarded to the qualified firm or individual whose proposal is determined to be most advantageous to Hancock Resource Center. HRC reserves the rights to reject any or all submissions, to waive any informalities or irregularities in the qualification process, and to select more than one firm to obtain the full range of services needed.

Respondents must submit one (1) copy of its proposal labeled: "Sealed Proposal for Consulting Services" to the address below. It may be hand-delivered, delivered by U.S. Postal Service or an overnight service on or before Wednesday, January 8th, 2020 at 4:00 pm CST to: Proposal for Consulting Services, Hancock Resource Center, 454 Highway 90, Suite B, Waveland, MS 39576 or by email: rrhodes@hancockhrc.org.