



REQUEST FOR PROPOSALS FOR STRATEGIC PLANNING FACILITATION

Issued: November 13, 2023

Deadline for Submittal: 5:00 PM, December 8, 2023

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I. OVERVIEW

Introduction

The Local Public Health Association of Minnesota (LPHA) is seeking proposals from qualified consulting firms or individuals to facilitate the development of its strategic plan. Local public health is currently undergoing a period of rebuilding after COVID-19, workforce challenges, and consideration of potential future structural changes. LPHA's goal is to support, build and advocate for a strong base and increased capacity for local public health agencies. The strategic planning process will result in a comprehensive five-year work plan that will outline goals and objectives that will guide the association's priorities based on research, input from association members and partners, and consensus on the vision and mission of the organization.

Background

Background: The Local Public Health Association (LPHA) is a professional association whose mission is to achieve a strong public health system in Minnesota. Our mission is carried out through policy development and advocacy, professional development and networking, and resource enhancement and distribution. LPHA represents local public health departments in Minnesota's counties, cities, and tribes operating through a committee-based structure.

Our Members: We are a member based, member driven association. Our members are local health departments in counties, cities, and tribes in every corner of the state. We have over 245

individuals appointed to represent their public health agencies including public health directors, administrators, supervisors, managers and staff.

Our Staff: The LPHA has two full time staff, in addition to other support on a contract basis.

Our Committees: The LPHA has a committee structure that drives the work of our association including an Executive Committee, Legislative Committee, and Member Engagement and Outreach Committee. We also form ad-hoc committees on an as-needed basis as timely and pertinent topics arise.

Our Association Structure: The LPHA is an affiliate of the Association of Minnesota Counties.

Additional Information and Resources:

- <https://www.lpha-mn.org/>
- <https://www.health.state.mn.us/communities/practice/systemtransformation/index.html>
- <https://www.health.state.mn.us/communities/practice/systemtransformation/docs/202310costcapacity-memoreport-reduced.pdf>

II. GENERAL INSTRUCTIONS

Proposals are due no later than 5PM CST on Friday, December 8, 2023 via email to the following address: Kari Oldfield-Tabbert, koldfield@mncounties.org.

Requests for Information

Questions related to this RFP should be submitted to LPHA Executive Director Kari Oldfield-Tabbert, koldfield@mncounties.org no later than Monday, November 27th. Please specify "RFP for Strategic Planning Facilitation" in the subject line. Responses to questions received will be sent to vendors via email by Thursday, November 30.

III. ESTIMATED TIMELINE

11/13: Issue Strategic Plan RFP

11/27: Deadline to submit questions about the RFP for response

11/30: Interested vendors who have submitted questions about the RFP will receive a response from LPHA

12/8: Deadline for Submittal of Proposals 5PM CST

12/20: Initiate Internal Proposal Review

1/5: Select/Notify Vendor

IV. SCOPE OF SERVICES

Successful applicants will submit a proposal designed to address some or all of the following:

- How the applicant will get to know LPHA and collaborate with and engage a strategic planning team, association staff, association committee members, and association members
- High-level phases and/or sequence of the proposed strategic planning process including progress updates to strategic planning team and association staff
- The vendor's general approach to internal and external assessments including plans to use/collect quantitative and qualitative data

- The vendor's general approach to renewal of an organization's vision, mission, and beliefs
- A summary of how the vendor plans to engage association members and other stakeholders in the strategic planning process
- An outline of the components traditionally included in the vendor's strategic plans
- Experience incorporating effective practices and trends in the field, in the strategic planning process

The Proposal must identify the following:

- The consultant's experience facilitating strategic planning processes, with particular attention to their experience working with local government entities, professional associations, and/or public health organizations
- The consultant's specific interest in working with LPHA
- Support LPHA would be expected to provide
- Risks that could take strategic planning off-track
- List of deliverables to include at least the strategic plan and guidelines for resource allocation aligned to the strategic plan
- Options for continued engagement with the vendor through implementation; all proposals must include a 1-year follow-up opportunity
- Comprehensive (all-inclusive) budget
- Team members, including both the lead consultant and team members, along with their bios
- Proposed project timeline

V. CONTENTS FOR PROPOSALS

In order for proposals to be considered, they must include the following:

- A. Cover sheet with firm name, contact person, title of contact person, email address, phone number, and mailing address.
- B. Description of facilitator/facilitator's firm.
- C. Organizational Structure of firm and details about those responsible for the project.
- D. References for two individuals/organizations the facilitator has worked with in the past that could be contacted by LPHA and a description of expertise or experience working with similar organizations.
- E. Overview of proposed approach to manage the strategic planning process. This section should include information requested in section IV.
- F. Cost and budget up to approximately \$30,000. Budget must include all consultant fees, preparation of deliverables, travel expenses per trip to St. Paul, MN (if applicable), printing, etc.

VI. PROCESS FOR SELECTING FACILITATOR

LPHA will evaluate proposals using the evaluation criteria listed below and select a firm/individual deemed to be the most highly qualified. LPHA may follow-up with finalist facilitators for brief verbal or written clarification after evaluation submission. A final firm/individual will be selected and notified by January 5, 2025.

Evaluation Criteria		
	Point range	Points earned
Understanding LPHA needs Understanding LPHA's current challenges and opportunities Applicant approach to addressing our challenges	0-5	
Understanding our industry Prior experience working similar organizations on similar projects Prior experience providing additional services to organizations similar to LPHA	0-20	
Organization, size and structure Applicant's capacity to deliver expected outcomes Industry specialization or knowledge	0-5	
Qualifications of staff to be assigned to the project Consulting team makeup and qualifications Prior experience of the individual consulting team members	0-20	
Proposer's approach to the engagement Comprehensive methodology Engages staff, members and partners Collaborates with key leadership to achieve the desired outcomes Delivers clear outcomes Realistic timetable	0-30	
Price and budget Provides a clear and realistic budget incorporating all anticipated costs	0-20	
Total points	0-100	