

East Missouri Action Agency, Inc.

Request for Qualifications

Strategic Planning Services

I. Introduction

East Missouri Action Agency, Inc (EMAA) is seeking proposals from interested and qualified consultants and organizations to provide Strategic Planning Services. EMAA currently operates under a three year Strategic Plan.

II. Project Requirements

A. Background

The East Missouri Action Agency, Inc. has its roots in the War on Poverty, which was declared by President Lyndon B. Johnson in 1964. In signing the Economic Opportunity Act, Johnson created the Office of Economic Opportunity, as well as local Community Action Agencies throughout the country. By late 1965, every county in Missouri was served by a Community Action Agency, providing services directly to low-income citizens.

EMAA's mission is to cultivate communities of opportunity and support people in reaching their highest potential. EMAA employs nearly 200 individuals and serves roughly 22,000 customers each year.

EMAA is located in Park Hills, MO. We serve Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois, Ste. Genevieve and Washington counties in Southeast Missouri

B. Task Description

EMAA is seeking a vendor to facilitate the strategic planning process that will provide guidance for future decision making and continuous development of future initiatives. The purpose of the strategic planning process will be to assist with the following:

- 1) determine outcomes to achieve our identified goals;
- 2) facilitate the strategic planning process,
- 3) develop a comprehensive and effective plan that builds upon our previous work;
- 4) assist in the graphic design of the completed plan that will be distributed to various partners.

The expectation is the consultant will provide direction/consultation through various forms of communication, including but not limited to, teleconferencing and in-place meetings in the EMAA service area while keeping in mind COVID-19 issues.

C. Scope of Services

EMAA is seeking a vendor who can provide analysis and assist in the development of outcomes and objectives to effectively achieve its mission and vision.

The process must include planning, facilitating and evaluating planning meeting (s) with members of the board of directors, head start policy council, staff and community members.

The services will include:

- Reviewing the agency’s vision and mission statement
- Assessing the situation that would include reviewing the current community needs
- Developing Strategies, Goals and Objectives that directly link to the community and agency needs
- Completion of Written Strategic Plan

III. Proposed Timeline

A. RFQ Released	November 10, 2020
B. Deadline to Submit RFQ	December 15, 2020 by 4 p.m. (CST)
C. Approval to Accept Vendor/Negotiations	January 2021
D. Strategic Planning Process to begin	February 2021
E. Continued work on Strategic Plan	March-August 2021
E. Completed Strategic Plan document	No later than August 19th, 2021

IV. Qualification Submission

A. Proposals must be received no later than December 15th, 2020 by 4 p.m. (CST).

B. All correspondence, including proposals, must be submitted to:

Keri McCrorey
East Missouri Action Agency, Inc
403 Parkway Dr.
PO Box 308
Park Hills, MO 63601
573-431-5191 Ext 1125

kmccrorey@eastmoaa.org

C. Qualifications

1. Summary:

Please provide a brief history of qualifications, including: Background and number of years in business. Description of credentials and experience of consultant. Experience working with Community Action Agencies, customer base, and funding source knowledge. Identify any sub-consultants performing the work in conjunction with your proposal.

2. Work Plan/Methodology

Please provide a description of the approach, methodology, instruments, and strategies you will employ to perform the Scope of Services.

3. Client Satisfaction and References

Provide at least two client references that support the work for this project. References must include: 1. Name, address 2. Contact name, phone number 3. Description of projects(s) completed

4. Women/Minority Owned Business

Please include in your narrative if you are a Women/Minority Owned Business

5. Fee Proposal

Please list the proposed fees and reimbursable expense requested for providing the requested scope of work

This Request for Qualifications does not commit East Missouri Action Agency, Inc. to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. East Missouri Action Agency reserves the right to accept the proposal that it considers to be in its best interest. East Missouri Action Agency, Inc. will be the sole judge in making this determination.