



**Request For Proposal (RFP)
Strategic Planning**

Sexual Violence Center (SVC)
2600 East 25th Street, Suite C
Minneapolis, MN 55406

www.sexualviolencecenter.org

Request for Proposal: Strategic Planning

Sexual Violence Center (SVC)
2600 East 25th Street, Suite C
Minneapolis, MN 55406
www.sexualviolencecenter.org

RFP@sexualviolencecenter.org

Submission Deadline: *Thursday, February 29, 2024, 5:00 p.m. CST.*

Question Submission Deadline: Tuesday, February 20, 2024, 5:00 p.m. CST.

Questions may be submitted in written form via email, no later than February 20th at 5:00 p.m. CST to:

RFP Contact Name: Laura Dunford, Interim Board Chair

Email Address: RFP@sexualviolencecenter.org

Introduction

The Sexual Violence Center (SVC) invites proposals for our three-year Strategic Planning project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under “Submission Deadline.”

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S).

About SVC

The Sexual Violence Center (SVC) is the only dedicated rape crisis center serving the largest county in the state of Minnesota, along with the residents of two neighboring suburban counties. Our vision is that no one impacted by sexual violence will navigate alone. To achieve our vision, we’ve made it our mission to support people impacted by sexual violence through:

- Crisis intervention and case management
- Challenging the systems and individuals that promote privilege, oppression and domination
- Outreach and educating those that will join us as advocates and catalysts for change
- Supporting those who have been victimized, empowering them to not only survive but thrive, finding power and movement in our collective voices

We work to address the causes of sexual violence at the same time as we offer a range of services to respond to its impact on the people in our community. SVC is a non-clinical program that works through a community-based advocacy model. We offer free support to individuals ages 12 and older through our 24-hour telephone crisis line, individual counseling, support groups, 24-hour hospital-based advocacy, and legal advocacy.

Founded in 1985 as the Sexual Violence Center of Hennepin County, the SVC expanded service delivery to Carver County in 1987 and Scott County in 1991 and continues as a three-county program. All services are coordinated out of SVC's main office located in Minneapolis.

The SVC conducts sexual assault advocacy training three times per year in accordance with MN §595.02(k). The SVC employs thirteen full-time staff. There are currently eight people serving on SVC's Board of Directors.

SVC is primarily funded by the government through the Office of Justice Programs, Carver and Hennepin counties, with additional support from foundations and individual donors.

The agency works in close partnership with entities including police departments, county jails, prosecutors, attorneys, schools, medical centers, local businesses, and others in Carver, Hennepin, and Scott counties.

Project Specifications

The bid proposal is being requested for Strategic Planning for the Sexual Violence Center (SVC) which is located at 2600 East 25th Street, Suite C, Minneapolis, MN 55406.

Project Manager Contact Information

The following individual is the assigned contact for the following:

Name: SVC Strategic Planning Committee

Email: RFP@sexualviolencecenter.org

Objective

The objective for this project is to create a new Strategic Plan in collaboration with the Board and staff leadership for the SVC. This project will lead to the development of a 3-year plan (2025 – 2028) that would simultaneously focus on assessing mission and values, assuring alignment, strengthen core services, and grow engagement with underserved communities in the surrounding area. SVC's new strategic plan will go into effect January 1, 2025 – December 31, 2028.

Deliverables

- I. The deliverables must include, *at a minimum*, **an outline of services proposed detailing:**
 - a. Meeting with the Strategic Planning Committee to set final timing and scope
 - b. Data collection and environmental scanning, which may include:
 - i. Board/ staff/ volunteer/ community/ partner interviews and/or focus groups
 - ii. Surveys
 - iii. Review of pertinent material and information about SVC
 - c. The summary of findings from the data collection and environmental scanning including, but not limited to:
 - i. An organizational evaluation
 - ii. SWOT analysis (or other internal and external evaluation tool) including key risks to the organization
 - iii. External trends, benchmarks, and/or best practices
 - d. Strategic Planning session(s)
 - i. Planning and facilitation of in person session(s) held at SVC's Minneapolis office, either a full day or two half days
 - ii. To include board members and staff leadership
 - iii. Assessment of SVC organizational values
 - iv. Intent is formulating concrete, consensus driven action plans and goals for a 3-year strategic plan
 - e. A final report that includes:
 - i. A customized 3-year strategic plan which provides an action plan, strategic goals, imperatives, and organizational values
 - ii. A dashboard for internal monitoring of plan progress and goal attainment
 1. Includes commitments, and requirements for successful execution
 - f. Detailed timeline, including estimated data collection, environmental scanning summary, strategic planning retreat day(s), draft report, and final report
 - i. Include start end and delivery date estimates for all
 - g. All anticipated costs relative to travel, time, data collection, summary findings,

- planning, facilitation, and delivery of the strategic plan
- h. Notation of all materials and equipment that will be provided by the entity and by the SVC
- i. Provision of three references from similar projects, with complete names and contact information

II. Optional proposal items may include, *with separate pricing options*:

- a. Post planning limited implementation support
- b. Six-month follow-up consultation on implementation
- c. Other suggested options proposed by the entity awarded the contract

Scheduled Timeline

The following timeline has been established to ensure that our project objective is achieved; however, the following timeline shall be subject to change when deemed necessary by management.

Milestone	Date
Proposal Due	Thursday, February 29, 2024, 5:00 p.m. CST
Notification of Acceptance	Wednesday, March 6, 2024
Proposed Start Date	Prep work to begin late spring or early summer In person planning session with full board and staff leadership to be in person in August 2024
Proposed Completion Delivery Date	No later than Friday, December 4, 2024

Bidding Requirements

Project Proposal Expectations

Sexual Violence Center (SVC) shall award the contract to the proposal that best addresses the various project requirements. Sexual Violence Center (SVC) reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Sexual Violence Center (SVC) or to any Bidder offering or submitting a proposal.

Deadline to Submit Proposal

All proposals must be received by Sexual Violence Center (SVC) no later than 5:00 PM CST on Thursday, February 29, 2024, at RFP@sexualviolencecenter.org for consideration in the project proposal selection process.

Proposal Selection Criteria

Only those proposals received by the stated deadline will be considered. All properly submitted proposals will be reviewed and evaluated in conjunction with anticipated costs.

Proposal Submission Format

The following is a list of information that the Bidder should include in their proposal submission:

- I. Summary of Background
 - a. Bidder's Name(s)
 - b. Bidder's Address
 - c. Bidder's Contact Information (and preferred method of communication)
 - d. Description of the Bidder's company in terms of size, types of services offered, and clientele that is relevant to SVC, nonprofits, and/or community groups.
 - e. Must include 2 references
 - f. Information about the firm's organizational commitment to gender and race equity and

a statement that the firm has not been the subject of a formal complaint alleging race or gender discrimination in the past 10 years. If a formal complaint has been alleged, please provide details of the allegation and the outcome of such formal complaint.

g. Cost Proposal Summary and Breakdown

II. Equipment or Service

List any accommodation, services, or space required from the Sexual Violence Center (SVC), along with a brief explanation.

III. Deliverables

Detailed summary outline of items specified under the aforementioned “Project Specifications” and “Deliverables” Section I.