



REQUEST FOR PROPOSAL: Strategic Plan Consultant

Contact: Eric Reed; EReed@FAASTorg

Purpose: The purpose of this Request for Proposal (RFP) is to solicit proposals to assist the Florida Alliance for Assistive Services and Technology, Inc. (FAAST), a statewide, 501(c)3 nonprofit organization based in Tallahassee, Florida, with the development of its next strategic plan.

Background: The mission of FAAST is to improve the quality of life for Floridians with disabilities by increasing access to assistive technology through empowerment and collaboration. FAAST serves over 16,000 clients each year with funding from grants, contracts, and fees. FAAST programs include assistive technology device demonstrations, device loans, training, and information and assistance services provided by FAAST and subcontractors; an assistive technology early literacy development project with the University of Miami; and a financial loan program.

FAAST is a quasi-governmental organization that must follow state restrictions and guidelines. The organization is funded by the Assistive Technology Act of 2004 and its amendments through the Administration for Community Living, the State of Florida, and private foundations and individuals. In July 2022, F.S. 413.407 was updated to allow FAAST to fundraise. It was determined at that time by the FAAST Board of Directors to create a fundraising plan during the development of the next strategic plan.

Term of Contract

The contract will be for six months, starting on September 15, 2023, through March 15, 2024, with an option to extend the contract for up to six additional months, not to exceed a 1-year contract.



Scope of Work

The organization/individual selected will be responsible for providing the following:

- Research
 - Conducting research to tailor the strategic plan to the current and upcoming needs of FAAST. This may be done through stakeholder interviews, surveys, and public forums with the intention to learn about the organization, understand FAAST's current and potential role in providing services to the disability community in Florida, what stakeholders think of FAAST, and to gauge FAAST's strengths, weaknesses, opportunities, and threats.
 - Examine the technical aspects of FAAST (i.e., reviewing annual budgets, organizational charts, contract/grant reports, program metrics, etc.).
 - Combine all data and information about FAAST in an analysis report. This may be a SWOT, TOWS, PEST, PESTLE, etc., style report. (Include the type of analysis report in the proposals Scope of Work requirement.)
 - Evaluate FAAST's mission, vision, and values as they align with the analysis.
- Development
 - With input and approval from the FAAST Board of Directors, create goals the organization can strive to achieve in the next 2-3 years.
 - Determine steps FAAST must take in the next year, two years, and up to three years.
- Final Plan
 - Create a final plan document that includes 1) all reports and evaluations from the research phase and 2) goals, objectives, strategies. Other sections of the report may include a separate fundraising plan, implementation plan, and evaluation plan.

Cost Proposal

Bidders are requested to submit a project price that includes each service in the Scope of Work and a detailed payment schedule. Any adjustments, additional expenditures, or other services outside of the Scope of Work must be pre-approved by FAAST.



Organization/Individual Requirements

The successful organization/individual will meet the following requirements:

- Experience with developing 3-5 year strategic plans
- Experience with developing nonprofit fundraising plans
- Experience with nonprofits serving a large population (i.e., statewide)

Proposal Requirements

The following format is requested but is not necessary when preparing your response. Your firm's standard proposal will be accepted, but please note that the information below should be included. Please limit the proposal to three pages, excluding attachments.

Section 1: Proposer Information: Company name, primary contact, email, phone, etc.

Section 2: Scope of work/description of services and approach to strategic plan consulting services, particularly as it relates to nonprofits and fundraising.

Section 3: Firm's/Individual's qualifications: Summary of similar work for a nonprofit organization; proficiency with strategic planning; experience with fundraising plans.

Section 4: Proposed timeline of services (September 15, 2023 - March 15, 2024)

Section 5: Attachments:

Cost Proposal: Budget and narrative

Resumes: For key personnel working on this project

Other: Proposers may include a brief sample of their work, other materials to demonstrate their capabilities to complete the work, or references. If not included, FAAST may request prior to issuing an award.



Proposal Submission

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal.

All materials submitted are due by Friday, August 18, 2023, at 5:00 p.m. ET to Eric Reed, Executive Director, via email to ereed@faast.org.

Interviews may be requested with select proposers and held August 21st – August 31st. A selection will be made, and proposal contacts will be notified by September 11th, 2023.

Preference

A preference will be given to individuals who have disabilities who utilize assistive technologies and firms owned by or employing individuals who have disabilities who utilize assistive technology.