

# Request for Proposals (RFP)

## Strategic Planning Workshop Facilitation

### Issued by

Teresa Cupp

St. Joseph County  
County Administrator

---

### Introduction

St. Joseph County is seeking proposals from qualified consultants to facilitate a Strategic Planning Workshop with the Board of Commissioners. The purpose is to update and refine our strategic plan, ensuring it aligns with the County's goals, priorities, and future vision.

---

### Project Objectives

1. **Facilitate Strategic Planning Workshop:** Create an environment for collaboration, discussion, and vision-setting among Board members and key staff.
  2. **Provide Expert Guidance:** Bring expertise in strategic planning to recommend the best structure and focus areas for the workshop, tailored to the County's needs.
  3. **Develop Strategic Goals and Action Plans:** Define long-term goals and actionable objectives to guide the County's operations and initiatives.
- 

### Scope of Work

1. **Pre-Workshop Preparation:**
  - Review the County's current strategic plan and relevant documents.
  - Conduct interviews with key stakeholders as needed.
2. **Facilitation of Workshop Sessions:**
  - Design and lead a strategic planning process.
  - Determine workshop structure and focus areas in collaboration with County leadership to best meet our needs and goals.
3. **Post-Workshop Deliverables:**
  - Provide a comprehensive report summarizing workshop findings and decisions.
  - Propose a draft strategic plan for review and approval by the Board.

**Note:** The entire process, including the workshop and the delivery of the strategic plan draft, should be completed within the first quarter of 2025.

---

## **Proposal Requirements**

Interested consultants should include the following in their proposal:

1. **Company Profile:** Experience in facilitating strategic planning for public sector organizations.
  2. **Approach and Methodology:** General description of the facilitation approach and tools, with flexibility to adapt based on County input.
  3. **References:** List of similar projects completed with contact information.
  4. **Timeline:** Estimated schedule for project completion, ensuring alignment with the County's Q1 2025 goal.
  5. **Cost Proposal:** Breakdown of all fees and expenses.
- 

## **Proposal Submission Details**

**Submission Deadline: December 31, 2024**

**Submission Method:** Email proposals to [cuppt@stjosephcountymi.gov](mailto:cuppt@stjosephcountymi.gov) or deliver to:

St. Joseph County Administrator  
125 Main St.  
P.O. Box 277  
Centreville, MI 49032

For questions, contact Teresa Cupp at 269-467-5675.

---

## **Evaluation Criteria**

Proposals will be evaluated based on the following:

1. Relevant experience and qualifications.
  2. Creativity and adaptability in approach.
  3. Cost effectiveness.
  4. References and past performance.
-

We look forward to receiving your proposal and partnering with a consultant to help shape the future of St. Joseph County.