



Pennsylvania Coalition Against Domestic Violence Request for Proposals Strategic Planning Consultant

I. BACKGROUND AND INTRODUCTION

PCADV: Brief History

The Pennsylvania Coalition Against Domestic Violence (PCADV) is a statewide collaborative membership organization committed to ending intimate partner violence and all forms of violence against women. PCADV was established in 1976 as the nation's first state domestic violence coalition. Over the years, it has grown to form a network that includes 59 local domestic violence centers providing services to victims located in all 67 Pennsylvania counties. For over 40 years, PCADV has advocated for victims of domestic violence through the development and passage of legislation, strengthening legal protections; the promotion of public policies that meet the needs of victims and their children; and the pursuit of additional funding and support for domestic violence agencies to adequately respond to the ever-increasing requests for services and safety.

Objective of RFP

PCADV is seeking a consultant(s) to design and lead a strategic planning process that includes developing a theory of change.

II. STATEMENT OF NEED

PCADV is seeking a consultant(s) who has expertise in designing and leading a strategic planning process. Consultant(s) should have an understanding of intimate partner violence (IPV) and demonstrated experience with assisting organizations in creating a theory of change and developing a 3-year strategic plan. The consultant(s) should have experience working with nonprofit organizations, boards of directors, and staff. Experience with membership organizations is a plus.

Project Objectives

- Develop a process for an initial assessment of PCADV and its activities.
- Partner with the Strategic Planning Committee and engage the three PCADV constituent groups in providing feedback necessary to inform planning.
- Partner with PCADV to create a plan that;
 - Articulates the organization's theory of change

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- Links activities to desired outcomes
 - Creates measurable benchmarks
 - Maximizes Impact

Budget

PCADV is not providing budget parameters for this RFP. Please submit a budget that includes a breakdown of costs.

III. SUBMISSION GUIDELINES & REQUIREMENTS

The following guidelines and requirements apply to this RFP:

1. Only qualified consultant(s) with the experience and capacity needed to complete the project as outlined in the project description may submit proposals.
2. Proposals must be submitted electronically and must be received by 5:00 pm EST on September 27, 2019.

Proposals must include:

1. Applicant name, bio and contact information.
2. A description of prior experience designing and facilitating a strategic planning process and creation of a theory of change.
3. A description of any relevant programmatic expertise related to addressing intimate partner violence or prevention of the same.
4. Expected budget for work to be completed.
5. A draft timeline of the workflow process.
6. At least two examples of previous work with a similar focus or similar organizations.

Proposals must be submitted electronically in PDF format to the contact below no later than September 27, 2019 at 5:00 pm, EST:

Susan Higginbotham
Chief Executive Officer
SHigginbotham@pcadv.org

IV. RFP TIMELINE

Request for Proposal Issuance:	September 6, 2019
Deadline for Proposal Submission:	September 27, 2019
Notification of Selection:	October 7, 2019

Project Period:

To be determined upon receiving
timeline

V. EVALUATION AND SELECTION FACTORS

PCADV reserves the right, in its sole discretion, to reject any responses and to waive any irregularity or informality in any response. PCADV shall not be liable for any losses or expenses incurred by the respondents in the course of this process.

Members of the Strategic Planning Committee and other appropriate PCADV staff or board members will review each proposal.

Selection criteria include, but are not limited to:

1. Responsiveness to the requirements outlined in this RFP
2. Organization and professionalism of proposal
3. Advanced understanding of theory of change and strategic planning
4. Experience with similar projects
5. Capacity to carry out the proposed project
6. Project budget and timeline

Questions about this RFP may be directed to Susan Higginbotham at SHigginbotham@pcadv.org. No phone calls, please.