

chicago foundation for women

Request for Proposal Strategic Planning Services

RFP Information:

Issuing Organization:

- Chicago Foundation for Women

Timeline:

RFP Issued:	The week of January 6, 2025
Questions Received By:	January 17, 2025, 5:00 p.m. CST
Responses to Questions:	January 24, 2025, 5:00 p.m. CST
Deadline for Proposals:	February 7, 2025, 5:00 p.m. CST
Interviews with finalists	February 17, 2025 – February 20, 2025
Selection & Notification:	The week of March 3, 2025

RFP Contact:

Keenya Lambert, President & CEO

Send all inquiries and responses to rfp@cfw.org, please cc bolson@cfw.org

140 S Dearborn St, Ste #400, Chicago, IL 60603

Chicago Foundation for Women (CFW) is soliciting proposals with the intention to award a contract. This intention does not affect the right of Chicago Foundation for Women to reject any or all proposals.

Request For Proposal

I. Overview

Chicago Foundation for Women is currently seeking proposals to create a strategic plan. Chicago Foundation for Women is looking for consultants with experience and expertise in DEI, non-profit governance, community foundations, and women-focused organizations to assist engaging the board in creating a three-year strategic plan. Specifically seeking to determine:

- (1) What is the relevance of Chicago Foundation for Women in today's local and national environment 40 years later?
- (2) What are the strategic priorities for the next three years?

II. Background

Chicago Foundation for Women is a community foundation that has existed for nearly 40 years focused on the achieving gender equity, justice, and opportunity for women, girls, and gender-expansive individuals across the Chicagoland area. In its nearly 40-year history, it continues to provide funding for non-profit organizations addressing systemic inequities in its areas of focus: economic security, freedom from violence, access to healthcare, and reproductive justice. CFW believes that when women and girls are secure, whole communities are made better.

Since 1985, CFW has awarded more than \$50 million in grants to organizations working to support women, girls and gender-expansive people across the Chicagoland region.

CFW works with a community of socially minded investors who share a passion for improving the lives of women, girls, and gender-expansive individuals, ensuring that every dollar they give achieves maximum impact. CFW invests in the future of emerging organizations through leadership development and support in building sustainable non-profit infrastructure. As a result, two-thirds of non-profits for which CFW was the first institutional or 'seed' funder are still thriving 10 years after receiving their first CFW grant.

III. Scope of Work

Chicago Foundation for Women is soliciting proposals to engage with the board, staff, and stakeholders in creating a strategic plan for the organization.

Areas to address in developing a single strategic plan for the organization:

- How has the organization evolved over the last 40 years to remain relevant to its grantees and the community?
- What unique purpose does CFW serve in the Chicagoland area and to its grantees?
- How can the plan observe the unique mission and vision of CFW?
- How can the plan address the financial landscape of a non-profit entity?
- How can the plan address recent and planned operational changes?
- What unique challenges and opportunities face CFW?
- How can staff successfully implement the strategic plan?

Chicago Foundation for Women will look to the consultant to provide a clearer picture of how the scope of work will be accomplished. CFW desires a highly collaborative relationship and regular engagement with the President & CEO and Committees who will work in partnership with the consultant. CFW fosters a large community of stakeholders, and desires to engage the following groups: board, staff, donors, founding mothers, institutional partners, grantee partners, Alumnae Council, Willie's Warriors Alum, Anti-Racism Transformation Team, and Giving Circles and Councils.

Accomplishing the scope of work will likely include the involvement of board and staff to assist with:

- Reviewing policies, procedures, bylaws, and standard operating procedures;
- Reviewing current statements (mission, vision, values statement, organizational commitments etc.);
- Reviewing and identification of common and best practices from non-profit peers;
- Virtual meetings with board members, staff, and volunteers; and
- Engage external stakeholders to gather additional critical input for the strategic planning process.

IV. Deliverables

The final deliverable will include the following elements:

- A final report including the scope of work, data collection/review, and themes that emerged from data collection.
- Defined strategic priorities and goals through 2027/2028.
- A list of recommended actionable items and specific steps to implemented priorities; designed to address each area outlined in the scope of work, including recommended priority of actionable items based upon urgency and perceived level of impact.

V. Budget

Proposals should include all proposed fees including, but not limited to consulting fees, additional expertise that may need to be leveraged, and any additional time spent beyond the initial scope of work. Additionally, any Chicago Foundation for Women time that may be needed to address the scope of work should be included (estimated at best) in the proposal. This may include organizing meetings, providing documents, and other action items needed to move the project along.

If the consultant submitting a proposal must outsource or contract any work to meet the requirements contained herein, this should be clearly stated in the proposal. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the vendor selected for this RFP. All contractual terms and conditions will be subject to review by Chicago Foundation for Women's legal counsel and will include the scope, budget, schedule, and other necessary items of the project.

VI. Proposal Review and Selection

This RFP represents the requirements for an open and competitive process. The President & CEO and Proposal Review Committee will rank proposals and check references. The President & CEO may request representatives of an organization or individual submitting a proposal to participate in a virtual interview.

Review and evaluation will be based on necessary and proper factors, including but not limited to quality of service, response to this request, experience, staffing, general reputation, and price. The final decision rests with the President & CEO.

VII. Information Required from Respondents

Please use the following format when submitting your proposal. **Proposals should be no more than 5 pages in length.**

- Section 1. Summary of the Proposal
 - Provide a statement of your understanding of the requested effort and a summary of services to be provided.
- Section 2. Description of Proposed Activities & Work Plan
 - Provide a description of activities to be implemented that would involve a steering committee comprised of the President & CEO and designated members of the board, staff, and external stakeholders. Include a timetable for completing the process.
- Section 3. Staffing Plan
 - Identify each person who will work on the project, identify their role, and provide a brief overview of their experience.
- Section 4. Budget
 - Include details as requested in section V. Budget.
- Section 5. References
 - Supply the names of three references for whom you have worked on similar projects. Include current contact information for each reference.

VIII. Supplier Questions Deadline

Email Supplier Questions to:

Keenya Lambert, President & CEO

rfp@cfw.org

bolson@cfw.org (please cc)

Deadline for Supplier Questions: January 17, 2025, at 5:00 p.m. CST

IX. Proposal Deadline and Format

Address Final Proposal to:

Keenya Lambert, President & CEO

rfp@cfw.org

bolson@cfw.org (please cc)

140 S Dearborn St, Ste #400, Chicago, IL 60603

Subject line: Strategic Planning Proposal

Deadline for Proposal Receipt: February 7, 2025, at 5:00 p.m. CST