



REQUEST FOR PROPOSAL

STRATEGIC PLANNING

CONSULTANT

Proposals will be accepted through  
November 20, 2021 electronically at  
[memidy@inspiringmindsri.org](mailto:memidy@inspiringmindsri.org)

## REQUEST FOR PROPOSAL

### I. General Information

Project Objective:	To develop a 3 year strategic plan.
Issuing organization:	Inspiring Minds 190 Broad Street Providence, RI 02903
RFP Issued:	October 22, 2021
Due date for Proposals:	November 20, 2021, 4:30 p.m.
Decision to Award Contract:	No later than December 20, 2021
Contact for Further Information:	Melissa Emidy memidy@inspiringmindsri.org 401-274-3240

### II. Summary

Inspiring Minds is seeking consultant services for the development of a three-year strategic plan.

#### [Background](#)

Inspiring Minds is a 501(c)3 charitable organization founded in 1963 to provide academic support for children in two Providence elementary schools. Originally named Lippitt Hill Tutorial, the organization grew into a citywide service and, in 1988, became Volunteers in Providence Schools. The more name of Inspiring Minds was adopted in 2008. In 2021, we took on the [ResilientKids](#)<sup>TM</sup> curriculum from the now-closed Center for Resilience and expanded our programming to neighboring communities.

Mission: Inspiring Minds empowers students to succeed in school and life by providing them with trusted relationships, tutoring, and mentoring by inspired community members.

#### [About Us](#)

The Executive Director reports to a highly functioning 13 member [Board of Directors](#) comprised of caring and committed community members passionate about improving educational and social-emotional outcomes for the youth in our state. We strive to be an antiracist organization with high-quality programs that significantly impact our students and schools, and districts where we operate. We have five full-time staff, five part-time staff, 20 paid interns, and more than 500 volunteers.

Inspiring Minds funds its programs and services through individual donations (10%), grants (66%), and earned revenue (23%).

Our strategic plan is a living document and has guided the last three year's activities. We met or exceeded 92% of our 2019-2022 strategic plan goals. In that time, we have grown from a \$150,000 to a \$735,000 budget- serving 900 students to nearly 3200 students.

Our Logic Model guides our work. We have identified needs within the Providence community and our organization's strategies to approach and mitigate these issues. The intermediate and long-term outcomes that arise from our services are listed, as well as overarching impacts. While the impact on our students is our primary goal, we also recognize the impact service has on our volunteers. Therefore, we also have a logical model to demonstrate the impact the adults who serve with us have in promoting change to the educational system.

#### Our programs:

[In-School Tutoring and Mentoring:](#) We support 1, 250 Providence Public School students in grades prek-5 by connecting trained volunteers to struggling students to develop close connections through which young people discover who they are, gain skills to shape their own lives, and learn how to interact and contribute to the world around them. Volunteers are matched with students in small groups to develop a trusting relationship and engage in structured activities in school during the school day. We additionally support students with home delivery of materials and supplies when sick or in quarantine.

[Power Lunch:](#) Power Lunch is a mentoring program for 20 elementary-age children that matches groups of volunteers from the public and private sector one-to-one with elementary school children to develop strong relationships with students over time.

[Summer Learning:](#) KidsBridge is a free six-week summer experience for 100 rising kindergartners with little to no preschool experience. KidsBridge prepares kindergartners for their new roles as kindergarten students. Students attend school for six hours per day, five days per week, and adjust to the routines and procedures of kindergarten to help them transition into school. The program is taught by licensed, experienced teachers with support from Providence's high school workforce and trained community volunteers.

[Explorers](#) 52 multilingual and multiethnic youth ages 16-24 participate in our workforce development and mentoring program and are provided a paid internship in our in-school tutoring and mentoring program, gaining experience on their journey to becoming professionals in Providence schools.

[ResilientKids™](#) Calling upon the best practices from mindfulness and SEL, with methodologies rooted in the latest research, Inspiring Minds staff teach the ResilientKids™ curriculum in 93 Prek-12 classrooms in serving 2,000 Providence and Cranston students. ResilientKids™ fuses a multidisciplinary approach into a year-long curriculum designed to help students and their teachers build self-awareness, executive functioning skills, balance, focus, and empathy from the inside out. Differentiated approaches to mindfulness-based practices ensure that each student has a way to return to center - a safe, happy, and confident place from which they can reset and start again.

### III. Scope of Work

We seek a consultant with a strong understanding of antiracist practice who will develop, facilitate and guide a process resulting in a Strategic Plan that creates a guide for our next three years. This plan will help us identify ambitious but realistic goals and measurable desired outcomes. An essential part of the work is assessing Inspiring Minds' financials, including potential funding strategies.

Some of the questions we want to address are as follows:

- What action steps will we take to continue to make progress in becoming an antiracist organization?
- How will we continue to meet the high demand for services due to the COVID-19 pandemic?
- How can we build this organization to be viable?

#### IV. Project Tasks, Schedule, and Deliverables

We want the process to include staff, board members, students, families, community, funders, teachers/coaches, school and district leadership, and our volunteers.

The consultant will work with a Planning Committee, made up of members of the Board and the Executive Director, on the details of the strategic planning process, schedule of activities, and selection of background information.

#### V. Final Deliverable:

A final strategic plan document must include the following in detail:

- Strategic areas of focus and service priorities for the next three years
- Goals and objectives to meet priorities
- Services and programs (both current and new) that will support goals, including partnerships with other organizations
- Meeting industry needs and adding value
- Necessary resources for staff to carry out programs

## VI. Information Required of Respondents

We would be happy to schedule a meeting to discuss our plans and answer any questions.

Proposals should be prepared straightforwardly to satisfy the requirements of the selection committee. Emphasis should be on completeness and clarity of content. Inspiring Minds will decide on awarding the contract no later than December 20, 2021.

To make a decision, the planning committee needs the following information:

**General Description of the Planning Activities Recommended:** Provide a brief statement of your understanding of the requested effort, including the conclusions.

**Work Plan:** Provide information about proposed activities that would involve key stakeholders. Also, provide a timetable for completing the process within the timeframe in the Project Tasks, Schedule, and Deliverables

**Staffing Plan, Including Resumes:** Please identify each person who will work on the project and identify their role. Also, provide a resume for each member.

**Budget:** For each activity outlined in the work plan, please identify the expected hours of staff members identified in Section 4 and the total cost. Inspiring Minds will reimburse the consultant for those tasks completed associated with developing the strategic plan. Identify the total billing rate for each project member.

**References** If you are not known to our organization, please provide the names of three references you have worked on similar projects. Include the current contact information for each reference.

## VII. Selection Process

The Strategic Plan Committee will review all proposals. In evaluating proposals, **the** price will not be the sole factor. The Committee may consider any factors it deems necessary and proper, including but not limited to price, quality of service, response to this request, experience, staffing, and general reputation. The final decision rests with the Inspiring Minds **Board**.

The Strategic Plan Committee will evaluate proposals and the highest-ranking. **The Proposer may be asked to make a formal presentation** to Inspiring Minds Board.

Consultants will be evaluated on the following criteria. These criteria will be the basis for **the** review of the written proposals and interview session. The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

## PROPOSAL EVALUATION

WEIGHTING FACTOR	QUALIFICATION	STANDARD
2.0	Scope of Proposal	a) Does the Proposal show an understanding of the project objective and results that are desired from the project?
2.0	Assigned Personnel	a) Do the persons who will be working on the project have the necessary skills? b) Are sufficient people of the requisite skills assigned to the project?
1.0	Availability	a) Can the work be completed in the necessary time? b) Can the target start and completion dates be met? c) Are other qualified personnel available to assist in meeting the project schedule if required? d) Is the project team available to attend meetings as required by the Scope of Work?
1.0	Understanding of Industry and Participants needs	a) Does the project team understand participant and industry needs?
2.0	Cost and Work Hours	a) Do the proposed cost and work hours compare favorably with the Committee's estimate? b) Are the work hours presented reasonable for the effort required in each project task or phase? c) Does the firm have the ability to meet deadlines and operate within budget?
2.0	Firm/Consultant Capability	a) Does the consultant have the support capabilities required? b) Does the consultant have relevant and positive experience in jobs of this type and scope and success in planning? c) Does the firm have prior experience in working with similar organizations?

REFERENCE EVALUATION (Top Ranked Proposer)

The Executive Director will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Would you hire this Proposer again? Did they show the skills required by this project?
Timetable	Was the original Scope of Work completed within the specified time?  Were interim deadlines met on time?
Completeness	Was the Proposer responsive to client needs; did the Proposer anticipate problems?  Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?