



REQUEST FOR QUALIFICATIONS FOR
CONSULTING SERVICES FOR
STRATEGIC PLANNING
FOR
BUILDING MEMPHIS

March 1, 2019

SUMMARY & BACKGROUND:

Building Memphis (dba BLDG Memphis) seeks to retain professional services for strategic planning. BLDG Memphis is issuing this Request for Qualifications to solicit written responses from consultants and/or firms who are interested in providing services as outlined herein.

BLDG Memphis (Build. Live. Develop. Grow.) is a coalition for organizations and individuals who support the development and redevelopment of healthy, vibrant, attractive, and economically sustainable neighborhoods throughout the Memphis region. We accomplish this through policy and advocacy; community engagement and civic engagement; and capacity building programs for community development organizations. BLDG Memphis incorporated in 1999 as Community Development Council of Greater Memphis, which grew to include the Livable Memphis program.

SCOPE OF SERVICES:

BLDG Memphis is an established, 501 (c) (3) nonprofit corporation registered in the state of Tennessee and seeks a qualified consultant or team of consultants to provide strategic planning services, including the following elements.

- Strategic plan update
 - Review and analysis of existing programs and organizational structure, including membership, board of directors, and staff
 - Review of selected peer organizations (local and state CDC associations)
 - Organizational assessment to include existing recent research and community engagement based on budget availability
 - Implementable strategic plan with five-year vision, goals and objectives, action steps, benchmarks, and timelines
- Strategic business plan to address organization needs for implementing strategic plan
 - Review of staff roles, descriptions, etc.
 - Review of budget alignment and resource allocation
 - Fund development plan
 - Membership development plan
 - Decision-making framework for new partnerships, programming, etc.
 - Succession and business continuity planning
- Organizational culture

- Diversity, equity, and inclusion
- Board and staff development

BLDG Memphis currently shares organizational information through our [website](#) and [Where to Give public profile](#), and may provide interested bidders with relevant information as requested.

PROPOSAL GUIDELINES:

Interested consultants and consulting teams should contact John Paul Shaffer, executive director, by email at johnpaul@bldgmemphis.org with any questions. Proposals will be accepted through Friday, March 29 at 5:00 PM, emailed to johnpaul@bldgmemphis.org.

Interested consultants and consulting teams should submit a Letter of Interest, as well as a Statement of Qualifications not to exceed ten (10) typed pages in total, including the following:

- Firm or individual names, addresses and telephone numbers,
- Point of contact name, email, and telephone number,
- Past experience in delivering the requested services,
- Relevant project examples,
- Primary personnel's professional qualifications, experience, and availability to undertake the tasks outlined above,
- Current workload and demonstrated ability to meet schedules without compromising sound practice,
- At least two (2) relevant references, and
- A rough estimate of costs for developing the above scope of work.

BLDG Memphis will review Statements of Qualifications and select consultant(s) based on the following criteria:

- Experience and qualifications of consultant(s)
- Knowledge of and experience working with community-based organizations
- Knowledge of issues impacting Memphis neighborhoods

BLDG Memphis will negotiate contract terms and conditions upon selection of the preferred consultant(s). All contractual terms and conditions will be subject to review by BLDG Memphis and will include scope, budget, schedule, and other necessary items pertaining to the services requested.

BLDG Memphis does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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