



# Women of Toledo RFP for Strategic Planning Consulting Services

## Request for Proposal (RFP) for Strategic Planning Consulting Services

Issued by: Women of Toledo  
Date Issued: October 15, 2024

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### I. Introduction

Women of Toledo, a forward-thinking organization dedicated to empowering women across diverse communities, is approaching its 10-year anniversary. As we prepare for this significant milestone, we recognize the importance of redefining our mission, vision, and strategy to enhance our impact and scale our operations. Women of Toledo seeks a qualified strategic planning consultant to guide us through this journey of transformation.

Our organization is proud of its commitment to diversity and inclusivity, which is reflected in our membership, leadership, and stakeholders. As we plan for continued growth, we aim to reassess our programming, organizational structure, and overall functionality to ensure long-term sustainability.

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### II. Project Overview

The primary goal of this strategic planning process is to help Women of Toledo sharpen its focus and set a clear, actionable path forward. The selected consultant will support us in:

1. **Redefining the Mission and Vision:** Engage with our leadership, stakeholders, and community members to assess and refine the organization's core purpose and vision for the future.
2. **Assessing and Evaluating Programming:** Conduct a comprehensive review of our current programs to ensure alignment with our mission and identify opportunities for growth, impact, and scalability.
3. **Organizational Structure and Functionality:** Analyze our current organizational structure and recommend changes to optimize functionality, efficiency, and effectiveness.
4. **Diversity, Equity, and Inclusion (DEI) Focus:** While specific experience in DEI is preferred, we are open to consultants with demonstrable experience in working with diverse populations and addressing inclusivity. We expect DEI principles to be thoughtfully integrated into the strategic plan, including governance and program delivery.

In addition, experience working with women's organizations or organizations with a similar focus will be highly valued.

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### III. Scope of Work

The consultant will be responsible for the following:

1. Discovery and Assessment



- a. Conduct stakeholder interviews, surveys, and focus groups to gather input from staff, board members, community partners, and participants.
  - b. Review current organizational materials, including the mission, vision, programming, organizational chart, and financials.
  2. Strategic Planning Development
    - a. Facilitate strategic planning workshops with the executive committee and leadership team.
    - b. Lead discussions to redefine the organization's mission and vision, ensuring they reflect Women of Toledo's values and future goals.
    - c. Present recommendations for refining our programs, services, and internal operations to ensure scalability and sustainability.
  3. DEI Integration
    - a. Assess current DEI efforts and identify areas for improvement.
    - b. Ensure all aspects of the strategic plan reflect Women of Toledo's commitment to diversity, equity, and inclusion.
    - c. Although DEI experience is preferred, candidates with relevant experience working with diverse communities and populations will be considered. The consultant will assess current DEI efforts and ensure that DEI principles are reflected in the strategic plan.
  4. Final Deliverables
    - a. A comprehensive strategic plan that includes mission and vision statements, program assessments, recommendations for organizational structure, and an actionable implementation plan.
      - i. A roadmap for integrating DEI principles into the organization.
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#### IV. Qualifications

1. The ideal consultant will have the following qualifications:
    - a. Demonstrated experience in strategic planning with nonprofit organizations.
    - b. Preferred experience in diversity, equity, and inclusion, or similar demonstrable experience working with diverse communities.
    - c. Familiarity with women's organizations or similar nonprofit sectors.
    - d. Expertise in organizational development and scaling nonprofits.
    - e. Ability to facilitate collaborative discussions with a range of stakeholders.
    - f. Experience in program evaluation and development.
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#### V. Proposal Submission Requirements

Interested consultants are invited to submit a proposal that includes the following:

1. Executive Summary  
A brief overview of the consultant's experience and qualifications relevant to this project.



2. Proposed Approach and Methodology

A detailed explanation of the approach the consultant would take to execute the scope of work, including methods for stakeholder engagement and DEI integration.

3. Project Timeline

A proposed timeline for completing the key phases of the project, with the strategic plan to be finalized no later than April 2025.

4. Budget

A breakdown of the consultant's fees and any anticipated additional costs.

5. References

Contact information for at least three organizations where the consultant has provided similar services, with an emphasis on diversity, equity, and inclusion, or experience working with women's organizations.

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VI. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated understanding of the project and alignment with Women of Toledo's goals.
  - Experience and expertise in nonprofit strategic planning and DEI.
  - Quality of the proposed approach and methodology.
  - Cost-effectiveness and value for the proposed budget.
  - Feedback from references.
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VII. Submission Deadline and Instructions

Proposals must be submitted by **November 29, 2024**. Please send all proposals electronically to:

Women of Toledo

[president@womenoftoledo.org](mailto:president@womenoftoledo.org)

[www.womenoftoledo.org](http://www.womenoftoledo.org)

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VIII. Contact Information

For questions or further clarification regarding this RFP, please contact:

Kathryn M. Tucker

Board President

Women of Toledo

[president@womenoftoledo.org](mailto:president@womenoftoledo.org)

419.276.8031

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We look forward to reviewing your proposal and working together to create a strategic plan that will position Women of Toledo for a decade of continued growth, inclusion, and impact.