



STRATEGIC PLANNING

REQUEST FOR PROPOSALS **SYNOPSIS**

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) is seeking proposals for an individual/organization to assist the Board in developing a strategic plan that creates focus to achieve results, fosters strategic thinking, and provides flexibility to respond to emerging issues.

Closing Date: Submit an electronic copy in PDF format no later than **3:00 p.m. CST** on **Tuesday, June 23, 2015.**

Submit To: jprage@plboard.com

Joyce Prage, CPA
Executive Director

To access the RFP or ask questions:

Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Questions may be submitted on the PLB website.

- Go to www.plboard.com
- Click Request for Proposals on the right side of the web page
- To ask a question click [Ask Question](#)
- To review answers click [Review Answers](#)

All phone calls are referred to the website.

PRODUCTIVE LIVING BOARD

STRATEGIC PLANNING

REQUEST FOR PROPOSALS

I. Background

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) was established in 1979 when voters approved a special property tax to fund services for St. Louis County citizens with developmental disabilities. The PLB has an annual budget of \$20 million and a staff of fourteen.

The PLB does not provide any services directly. Instead the PLB oversees the distribution of funds to 35 local agencies. These agencies provide residential and employment supports and services to approximately 4,300 individuals.

The PLB consists of nine (9) board members recommended by the St. Louis County Executive and approved by the St. Louis County Council. Our current board members' tenure is: 36 years (1); 11 years (1); 4 years (1); 3 years (3); 2 years (1); 1 year (2)

II. Statement of Purpose

The PLB recognizes the importance of developing a strategic plan that creates focus to achieve results, fosters strategic thinking, and provides flexibility to respond to emerging issues. Since the PLB's last assessment of Current and Future Service Needs, the PLB has operated with annual priority plans. The PLB recently completed a Succession Plan for the organization's four director positions which included a Board session on strategic priorities. Recommendations from this session included:

- Conduct a comprehensive strategic planning process.
- Include in the strategic planning a process to seek consensus about organizational and Board members' role and identity, as well as organizational priorities.

Priority 1: Maximize the impact of awarded funds

Priority 2: Ensure accountability of awarded funds

Priority 3: Effectively communicate with stakeholders

III. Scope of Project

The PLB is seeking proposals to develop a strategic plan that creates focus to achieve results, fosters strategic thinking, and provides flexibility to respond to emerging issues.

The applicant will provide a detailed description of an approach to accomplish the following:

- Clarify Board members' role, identity and purpose by addressing issues such as the following to achieve understanding and consensus on mission, governance, management and program delivery:
 - Who should Board members primarily represent? Consumers? Service providers? The general public? County government and officials?
 - When national best practice trends conflict with stated priorities of consumers or service providers, should Board members base decisions on the expressed wishes of consumers and service providers, or on research evidence and multiple communities experience with approaches that yield the most positive results?
 - How can PLB best establish an organizational identity that maintains balance in meeting its obligations to a broad group of stakeholders: consumers, family members, service providers, taxpayers, government representatives?
- Include a process to reexamine the PLB funding policy formula and allocations process.
- Include a process for key stakeholder input (consumers, family members, agencies, school districts, community leaders, funding partners, etc.).
- Develop a process for the PLB to review the strategic plan annually and update as needed in response to trends and events.
- Provide a detailed description of the proposed strategic planning process with timelines and responsibilities of consultant, board and staff.

IV. Instructions to Applicants

- A. **Proposal Content Requirements:** All proposals must be submitted in the following format and include all of the required information.
1. Applicant Information: On a cover sheet to the proposal, provide the official name, address, phone number, and email address of the applicant, as well as the name of the principal contact person and the name and title of the person authorized to execute the contract.
 2. Scope of Project: Provide a comprehensive work plan and timeline for the project that addresses each of the design criterion outlined in Section III, Scope of Project.
 3. Staff Qualifications: Identify the key individuals who will have primary responsibility for the development, implementation and management of this project, and state their relationship to the organization. Include experience with

similar engagements, as well as the extent of time to be spent on this project, and job responsibilities.

4. References: Provide a minimum of three references complete with personal contacts, phone numbers and addresses of organizations for which the individual/organization has performed similar services.
5. Bid: Provide a “not to exceed” bid for the described services and, if applicable, projected expenses by line item.
6. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address, telephone number and email address of the individual(s) with authority to negotiate and contractually bind the individual/organization.
7. Proposal Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the PLB.

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V. Review of Proposals

- A. A review team designated by the executive director will evaluate all proposals.
- B. The PLB’s Administration Committee may request a meeting with those individuals best representing the needs as described in this RFP.
- C. The PLB’s Administration Committee will forward to the full Board a recommendation regarding which proposal should receive the award.
- D. A final decision on this matter is expected to be made no later than **July 13, 2015**.
- E. Proposals will be reviewed by the PLB in accordance with the following weighted criteria:
 1. The proposed approach to the scope of work
 2. The level of experience of the individual(s) identified to work on this project
 3. The individual’s/organization’s experience with similar projects

4. The responses from references
5. The total proposed cost

VI. Conflict of Interest

- A. Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB or PLB-funded agencies. Any perceived or potential conflict of interest must be disclosed in the proposal.

VII. Contractual Agreement

- A. The PLB will issue a contract/letter of agreement with the selected applicant.
- B. The manner and time of payment will be addressed in the contract/letter of agreement.
- C. All individuals assigned to this engagement will be required to sign the PLB's Confidentiality Agreement.

VIII. Rights Reserved to the PLB

- A. The PLB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the PLB will be served.
- B. The PLB must review and approve all materials for use in this project prior to their implementation.
- C. The PLB will have all ownership rights to the products resulting from this project, with the exception of any previously copyrighted materials.