

RFP for Strategic Planning Implementation Services

The Rochester Women's Network, Inc. (RWN) is seeking outside consultation to create policies and procedures and to ensure the board executes on strategic goals for the organization. We invite you to make a written proposal to our organization by November 30th.

The Rochester Women's Network is a 501(c)(3) organization, representing career minded women in the Rochester, New York Area for over 40 years. Annual revenues are less than \$100,000, and the organization is not for profit and entirely volunteer based. We have approximately 200 members and between 10-16 board members, depending on the year.

The Network is seeking a consultant that has experience with and is highly competent in:

- 1) organizing strategic goals with deadlines and deliverables
- 2) helping identify needed policies and procedures for sustainability
- 3) creating relevant policies and procedures as identified
- 4) understanding a volunteer led organization
- 5) acting as project manager for the Network on strategic planning and execution identified in 1-4 above.

The aforementioned items 1 through 5 are the services we are requesting. We anticipate the timeline for this project will not extend beyond 2023, though this is subject to discussion, approval by the RWN Board, and agreement by all parties.

In your proposal we request that you address the following:

- 1) Basic information about your organization (size, location, years in business)
- 2) Why your organization would be especially qualified to help the Network with and how you would deliver on items 1-5 above
- 3) Which individuals would service our account, along with a short background on them
- 4) An itemized estimate of charges for services to be provided
- 5) At least three not-for-profit references.

Please provide your proposal for review by our board by submitting to rwn@rwn.org and limit your response to three pages or less. If you have any questions or comments, please feel free to contact me.

Sincerely,

Susan Jefferson
President-Elect