



310 W. Oyler Ave.
Oak Hill, WV 25901

Subject:

Request for Quote for Strategic Planning Facilitation Services and Review of Policies and Procedures

Introduction:

The Fayette County Community Foundation (FCCF) is seeking a qualified and experienced third-party facilitator to guide us through a review of a strategic planning process and operating system development. The goal is to review our founding policies and procedures, create a one year operating plan and a three year strategic plan aligning our mission and values with our objectives and goals.

FCCF is a new non-profit 501(c)3 organization representing Fayette County, West Virginia. We have completed a training given by the Appalachian Regional Commission geared towards helping community foundations increase their capacity to assist their communities.

Our Mission:

FCCF provides a venue promoting the tradition of local giving allowing donors to contribute to an improved quality of place, community, and health for all residents of Fayette County.

Our Purpose:

- Serve to collect business sponsors and private donations for community projects
- Provide enhanced recreation opportunities throughout the county
- Operate an unrestricted fund to make grants to community nonprofit organizations

Our Values: Collaboration, Healthy Living, Sense of Community, Inclusion, Education, Programming

Scope of Work:

- Guide us through a review of our policies and procedures to make sure we are including items expected from a community foundation
- Facilitate the development of a one year operational plan and three year strategic plan
- Design and conduct meetings/workshops and/or surveys with board members, volunteers, and key stakeholders to align goals. An in-person session is preferred.
- Prepare and present strategic plan to the board of directors

Qualifications:

- Proven experience in facilitating strategic planning for non-profit organizations
- Strong understanding of organizational development
- Excellent facilitation, interpersonal, and communication skills

Deliverables:

- Final policies and procedures guidelines
- Detailed strategic plan document including goals, KPIs, and action plans
- Detailed operation plan document including goals, KPIS, and action plans

Timeline:

We are eligible for grant funding through the Appalachian Regional Commission. This is what drives the beginning of the project. Our application is due February 21, 2025.

- Quote due: February 14, 2025
- Award decision: May 1, 2025 (based on grant award decisions)
- Project start: July 1, 2025 (also a grant requirement)
- Project completion: No later than February 1, 2026

Submission Requirements:

- Cover letter introducing your firm and requirements
- Any information you would like us to know about your facilitators and approach
- Three references from similar organizations
- Detailed proposal outlining the approach, methodology, and cost for the project

Evaluation Criteria:

- Relevant experience and qualifications
- Understanding of project scope
- Relevance and feasibility of the approach and methodology
- Cost-effectiveness of the proposal

Please submit quote electronically or via mail to:

PJ Stevenson
Chair, FCCF
310 W. Oyler Ave.
Oak Hill, WV 25901

pj@faycofc.org
304.237.7965

Please note that the FCCF board of directors reserves the right to accept or reject any proposal, to negotiate the terms and conditions of the contract, and to waive any formalities.