



RFQ 2021-03 Strategic Plan Consultant Services

Early Learning Coalition of Orange County is currently requesting quotes for Strategic Plan Consultant Services.

The purpose of this release is to secure applications from qualified proposers to serve as facilitator for this process.

Please provide the following information in sufficient detail for the ELCOC Executive Committee to determine the successful proposer who will be notified after May 19, 2021. We reserve the right to negotiate with any and all proposers prior to final selection.

1. Organization background and qualifications of associates who will do the work including 3 references of similar engagements.
2. Understanding of requested services. As part of the process, we are looking for insights from customers/community stakeholders through focus groups, interviews, and/or surveys (proposed insight method(s) should be described in approach below)
3. Approach proposed and documents to be produced. Please include expectations of ELCOC staff and board members.
4. Timeline. It is assumed work will not commence before July 1, 2021 and must conclude with the final adoption by the ELCOC Board of Directors on or before April 14, 2022. Proposers are free to propose a schedule within that window.
5. Proposed cost for services. All travel will be billed separately. Note it is assumed all work for the engagement will be virtual with the exception of the actual Board Retreat which will be face to face.
6. Any additional information you feel would be helpful in evaluating your application.

Please provide your response via email on or before **Friday, May 7, 2021 at 12:00 (noon) EST.**

You **must** send all inquiries and/or quotes/proposals in writing to:

Jamie Lopez
Procurement and Grants Manager
jlopez@elcoc.org

Karen Willis
Chief Executive Officer
Karen@elcoc.org

For more detailed information and additional resources please visit:

<https://elcoforangecounty.org/about/procurement/>

The Early Learning Coalition of Orange County will continue to provide you timely updates as we receive guidance and additional information