



REQUEST FOR PROPOSALS (RFP) FOR STRATEGIC PLANNING CONSULTANT

Proposals Due: June 15, 2022

[The AIDS Funding Collaborative](#) (AFC) strengthens the community's response to HIV/AIDS as a public/private funding partnership in Greater Cleveland. Since 1994, the AFC has mobilized nearly \$13 million in funding for the HIV response, with an average of \$425,000 allocated in grants and initiatives each year during the past five years.

The AFC seeks a consultant (or team) to lead its Advisory Committee, grantee partners, and key community stakeholders in a strategic planning process. The resulting plan will set strategic priorities and guide the coordination, leadership, advocacy, and funding of the AFC for the next three years.

Goals

Over the last three years, the AFC has engaged with our community in the Ending the HIV Epidemic (EHE) Initiative for our county. Our vision is of the end of the HIV epidemic and a Greater Cleveland that is a place of health and opportunity for everyone who lives here. We believe in community involvement and leadership, and we are committed to racial equity.

The selected consultant (or team) will engage our current plan, as well as the Cuyahoga County EHE Plan, along with quantitative and qualitative data, to guide the process. The consultant (or team) should have expertise in strategic planning, facilitation, strategic analysis, working with philanthropic organizations, and gathering diverse voices into a final product. Expertise in HIV/AIDS, LGBTQ+, harm reduction, and/or sexual health is highly valued, but not required.

Scope of Work

- Interpret the current epidemiological profile of HIV/AIDS in the Greater Cleveland area
- Conduct an environmental scan, including key stakeholder interviews regarding the priorities and future strategic direction of the AFC
- Facilitate two strategic planning mini-retreats for AFC Advisory Committee members
- Produce a final 2023-2025 plan document, including an executive summary

Budget

There is a maximum budget of \$15,000 for this process.

The AFC prefers the consultant(s) offer their fee as a fixed fee schedule which includes all expenses including travel for the services outlined in this RFP.

Projected Schedule

- RFP issue date: May 18, 2022
- Proposals due: June 15, 2022
- Selection of consultant (team): July 2022
- Project launch: July 2022
- Final plan completed: January 2023

RFP Response

Interested consultants should submit a proposal to jpatterson@communitysolutions.com on or before June 15, 2022.

Proposals of up to 3 pages (excluding budget and budget narrative) should include the following:

- Description of relevant experience, including subject matter expertise and experience in facilitation and strategic planning;
- Discussion of your approach to the strategic planning process and how you will use a racial equity framework;
- What you see as major questions, milestones and potential challenges in the process.

Proposal attachments should include:

- A budget linked to the components and deliverables of the indicated scope of work and any additional aspects of your approach. Budgets should include the costs of design and delivery, travel, and any subcontracts.
- Two references and 1 – 2 relevant documents produced by the consultant or proposed team members.

The AFC strategic planning committee members will interview finalists during June 28-30, 2022. We expect to have negotiated a contract and to have our strategic planning consultant in place by mid-July 2022.

Submission Instructions

Please email questions related to this RFP and proposal submission to Julie Patterson, AFC Director, at jpatterson@communitysolutions.com.