



Tennessee Association of Human Resource Agencies
(TAHRA)

Request for Proposals

Strategic Plan Update

Facilitation and Completion of Written Plan

Deadline for responses: Wednesday, July 17, 2024, 4:30 EST.

Rachel Hackworth, Chairman, TAHRA Public Relations/Strategic Planning Committee

rhackworth@sethra.us

Mail Proposal in a **SEALED** envelope marked **DO NOT OPEN** to:

Rachel Hackworth, TAHRA

P.O. Box 909

Dunlap, TN 37327

Responses will be opened during the TAHRA board meeting at Capitol & 5th, 618 Church Street #305 (meeting is held on Mezzanine Floor), Nashville, TN 37219 on Monday, July 22, 2024.

I. GENERAL INFORMATION

A. Mission and Structure of The Tennessee Association of Human Resource Agencies

The Tennessee Association of Human Resource Agencies (TAHRA) delivered hope to over one-half million Tennesseans last year. The Association is formed by 9 Human Resource Agencies, delivering social services to all 95 counties in Tennessee. In 1973, The Tennessee General Assembly established the HRAs to be the delivery system for human services throughout the State. The Agencies have pioneered many programs to help people in Tennessee. Last year the Agencies administered approximately 220 million dollars in grants and contracts.

The vision of TAHRA is to become the first-choice agency to deliver services and provide the opportunity for each person in the State to have a sense of self-worth and well-being. Our 5-year mission is to strengthen our Association by unifying our individual agencies through collaboration and cooperation; become better known by our key partners and local communities through targeted marketing; become the leader in new technologies; and improve our effectiveness through innovation and by adopting common best practices state-wide.

Additional information about TAHRA can be found at our website: www.tnhra.org

B. Overview of Services Requested and the Submission Process:

TAHRA is requesting proposals for updating the current strategic plan for the association. Proposals should include all expenses associated with facilitating the strategic planning session which will be held in October or November 2024, exact date and time to be determined. Proposals will include all expenses incurred to provide TAHRA with 40 printed and bound copies of the FINAL board approved 2024 Strategic Plan.

Deadline for responses: Wednesday, July 17, 2024 4:30 EST.

Questions must be submitted via email to rhackworth@sethra.us, Rachel Hackworth, Chairman, Public Relations/Strategic Planning Committee.

TAHRA reserves the right to reject any and all applications or parts therein.

II. ANTICIPATED SCOPE OF SERVICE

- A. Facilitation of the strategic planning session in October or November of 2024, exact time and location TBD.
- B. Complete Draft copy of the 2024 TAHRA Strategic Plan for presentation during the December 10, 2024 board meeting at Capitol & 5th, 618 Church Street #305 (meeting is held on Mezzanine Floor), Nashville, TN 37219. Location of this meeting is subject to change.
- C. Provide 40 printed and bound copies of the 2024 TAHRA Strategic Plan by January, 2025.

III. SUBMISSION REQUIREMENTS

Please limit your submission to 4 (four) one-sided pages, not including work samples (not required).

Interested firms are invited to submit proposals that contain the following information:

A. Experience, Structure, and Personnel

1. A history of the firm's experience providing strategic planning services to economic development organizations, municipalities, governmental entities, private developers, not-for-profits and civic organizations.
2. A description of the firm's organizational structure, including resumes of the principals, project manager(s) and professional staff who would work directly with TAHRA and the 9 HRAs.
3. Any other information that you believe would make the firm's work on behalf of TAHRA superior to that of other firms or information about your firm's specialty or particular skill to perform a specific requested service.

B. Fee

Proposed fee for the completion of the project, including all expenses incurred to facilitate the planning session (i.e. hotel, travel, etc.)

C. Contact Information (**NOTE:** Does not count towards page limit)

On a single cover sheet in your proposal, please provide:

1. The lead firm or individual name;
2. The lead firm's contact person;
3. License or certification information of lead firm principal or individuals working on the TAHRA project;
4. Telephone, fax, and wireless numbers for firm principals or individuals working on the TAHRA project;
5. E-mail address for firm principals or individuals working on the TAHRA project
6. The Street address of the firm or individual;
7. The year the firm or individual practice established;
8. The type of work or specialty and size of firm; and
9. The signature of the lead individual, and the date of the signature

D. Conflict of Interest (**NOTE:** Does not count towards page limit)

1. Submit a statement describing any potential conflict of interest of appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of TAHRA and the 9 HRA's, that could be created by providing services to TAHRA.

2. Indicate any pending litigation or action by an entity that could have adverse material impact on the firm's ability to serve TAHRA.
3. Indicate if the firm has ever had a prior contract terminated for any reason and provide an explanation.

IV. CRITERIA FOR SELECTION

In evaluating proposals submitted pursuant to this request, TAHRA places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to TAHRA.
- Quality, quantity, complexity, and nature of the firm's experience in providing strategic planning/consulting services.
- Ability, availability, and experience of employees to be assigned to the project.
- Knowledge of strategic planning process.
- Innovative or outstanding work by firm that demonstrates the firm's unique qualifications to provide strategic planning consulting services.
- Projected cost of services.

V. CONTRACT TERMS AND REQUIREMENTS

The contents of the proposal prepared by the successful firms, with any amendments approved by TAHRA, will become a part of the contract that is signed as a result of this RFP Process.

The selected firm will be required to:

- Work with TAHRA and staff from the 9 HRAs to update their strategic plan.
- Assume sole responsibility for the complete effort as required by this RFP and be the sole point of contact with regard to contractual matters. **HRA staff should not be responsible for writing or completing any portions of the document. Firm will be required to take information provided and complete the document.**
- Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation without the prior consent and approval in writing of TAHRA.