



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

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MID-OHIO REGIONAL PLANNING COMMISSION
REQUEST FOR QUOTES
STRATEGIC FRAMEWORK FACILITATION

DATE OF ISSUE: September 5, 2019
DEADLINE: September 20, 2019

BACKGROUND:

The Mid-Ohio Regional Planning Commission (MORPC) is seeking proposals from interested and qualified firms to facilitate a strategic planning process and to assist with the development of a strategic framework for MORPC.

SUMMARY AND APPROACH:

The goal is to undertake a strategic planning process that is efficient and effectively results in a strategic framework. That framework should provide an umbrella of understanding for MORPC leadership, departments, and team members to guide our work in the region.

MORPC teams and committees have excellent planning documents to guide the work of the respective areas. As a result, a start-from-scratch or traditional strategic planning process is not warranted. The goal is to develop a framework that ties together those plans, identifies any gaps, and provides additional focus for highest impact.

This umbrella will guide the MORPC team and leadership, allowing for decision making that aligns with our priorities. It will also provide clarity on how departmental priorities fit within the agency's overall strategy.

SCOPE OF SERVICES:

The selected facilitator will be expected to:

- Prepare for a retreat involving MORPC's senior leadership and Executive Committee, including:
 - Work with senior leadership to recommend and determine the approach and tools to be used
 - Work with senior leadership to recommend and determine the logistics of the retreat
 - Work with senior leadership to recommend approach to gather community input and execution of input gathering
 - Work with executive director to gather input from Commission (Board) members on additional impact areas for MORPC to focus
- Facilitate two-part retreat
 - Part 1 (approximately 30-35 people, including Executive Committee and staff leaders):
 - Focus on review of plans and development of framework
 - Identification and confirmation of MORPC values

William Murdock, AICP
Executive Director

Rory McGuinness
Chair

Karen J. Angelou
Vice Chair

Erik J. Janas
Secretary

- Part 2 (approximately 20 people, including Executive Committee and senior leadership):
 - Focus on impact
 - Finalize contents of Strategic Framework
- Documentation of outcomes of retreat and next steps
- Drafting of strategic framework deliverable
- Development of communication methods:
 - Talking points for MORPC Team and Board
 - Elevator speech
 - Tag line
 - Recommended visual tools for presentations, building interior, etc.

(Note: MORPC may consider suggested improvements to the above scope of services.)

DELIVERABLES:

- Facilitate strategic planning
- Strategic Framework document
- Communication documentation

BUDGET AND TIMING:

Approximately \$5,000 - \$10,000, depending on approach to scope. The strategic framework should be completed by February 2019.

SUBMISSION INSTRUCTIONS:

To be considered, quotes, qualifications, and an explanation of approach to the scope of services must be in either printed (3 copies), emailed or .pdf (jump drive) format. Quotes will be received by MORPC until 2:00 p.m. (EDT), September 20, 2019.

Submit quotes to:

Mid-Ohio Regional Planning Commission
Attn: Shari Saunders
111 Liberty Street, Suite 100
Columbus, OH 43215
ssaunders@morpc.org

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, religion, ancestry, national origin, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), gender identity or expression, age (including federally protected 40 years or older), disability or other handicap, genetic information, marital/familial status, military status (past, present or future), medical conditions, income status with regard to public assistance, or limited English proficiency in consideration for an award.

Small, minority-owned, or woman-owned businesses are strongly encouraged to apply.