# REQUEST FOR PROPOSALS

# STRATEGIC PLANNING CONSULTANT

## **Brief Overview**

Southeast Louisiana Legal Services (SLLS) seeks the services of an independent consultant to assist it in updating its current Strategic Plan and to integrate three other strategic planning processes undertaken over the past five years into its overall agency Strategic Plan.

## **Introduction to SLLS**

SLLS is the largest nonprofit civil legal services provider in Louisiana serving 50% of the state’s poverty population in twenty-two parishes across southeast Louisiana. Pre-pandemic, Louisiana had the third highest poverty rate in the United States, the second highest rate of women killed by their intimate partner, the highest rate of mass incarceration in the world disproportionately impacting marginalized communities, was consistently noted as one of the unhealthiest states, and had the second highest rate of food insecure seniors. We have struck by ten presidentially declared natural disasters since 2005’s catastrophic Hurricane Katrina, the BP Oil Spill, and the people we serve have been particularly hard-hit by the impact of COVID-19 due to our economic reliance on the hospitality and oil and gas industries.

SLLS has grown to have 125 employees, six offices, staff embedded onsite with other partners such as hospitals, medical clinics, homeless shelters, domestic violence victim service centers, community colleges, and robust pro bono partnerships. We have almost 100 different funding sources though LSC funding is about 45% of our budget with another almost 30% from the Louisiana Bar Foundation. Due to infusions of COVID-19 special funding, we have added 17 staff to our team since April 2020. Our 2020 Top Ten Significant Accomplishments and our 2019 SLLS Annual Report are attached to provide background information.

SLLS is a recognized leader at the state and national level on disaster law issues, housing justice, and benefits. We recommitted the organization to impact work through our Strategic Advocacy Initiative (SAI) in April 2019 working with a team from the National Legal Aid and Defender Association. We also revamped our private fundraising strategy through a Legal Services Corporation Vieth grant in June 2019, and developed a plan for increasing and expanding our pro bono capacity through a 2017-2019 Legal Services Corporation Pro Bono Innovation Fund grant.

# Request for Proposals

## **Purpose of RFP**

SLLS seeks a consultant to assist it in updating and coordinating an overall agency Strategic Plan and integrating specific plans developed for various aspects of its work since our last agency Strategic Plan was developed in 2013 as revised in 2016. SLLS recognizes that Strategic Planning is the cornerstone of organizational capacity building which requires a leadership team with the vision and skills to align resources with the mission and goals of the organization. We hope to forge a strong and cohesive plan to guide our work to maximize limited resources, to achieve the maximum impact, and to avoid engaging in duplicative effort.

## **Deliverables**

SLLS seeks a consultant to assist it in revising its Strategic Plan originally developed in 2013 which was revised in 2016. We had originally planned to start this process in the spring of 2020 but the impact of COVID-19 prevented us from making that original deadline. We also need assistance in integrating our three stand-alone planning processes engaged in since 2016 (SAI, Vieth Fundraising, and our PBIF Pro Bono Plan) into the new Strategic Plan. We would also like the consultant to assist SLLS in developing an Implementation Plan of the final Strategic Plan. The selected consultant will coach the agency though the planning process to ensure that SLLS is equipped to meet the civil legal needs of vulnerable people.

The SLLS Board of Directors Governance Committee will work with SLLS’ Executive team to select the Strategic Planning consultant. Once selected, SLLS will designate a staff point person(s) for the consultant. We will work closely with the consultant to determine which SLLS staff and partners will be involved with the planning and how best to obtain their input into the process. SLLS is committed to ongoing review of the plan to track progress in meeting plan objectives. Strategic planning will focus on evidence-based practices, programmatic flexibility, building capacity, and improving efficiency. We expect to have sections covering Legal Work, Intake, Fundraising, Pro Bono, Human Resources/Professional Development, and Technology.

**Inquiries/Contact Information**

Questions about this RFP may be directed to Laura Tuggle, SLLS Executive Director at (504) 529-1000 ext. 270 or [ltuggle@slls.org](mailto:ltuggle@slls.org).

## **Timeline**

* **Issue RFP: December 31, 2020**
* **Proposals Due to Executive Director: February 7, 2021, 5:00p.m. CST**
* **Award of Contract: March 1, 2021**
* **Project Implementation: March 1, 2020 – December 31, 2021**

**Proposal Delivery and Due Date**

Proposals are due on or before **5:00 p.m. CST on February 7, 2021**. Delivery of proposals should be made electronically to **Laura Tuggle** at [ltuggle@slls.org](mailto:ltuggle@slls.org) with **“SLLS Strategic Planning Proposal”** in the subject line, PDF preferred. If you have large file size items, please provide a file sharing link with instructions for accessing the proposed materials.

## **Evaluation Criteria and Award of Contract**

SLLS may elect to schedule a conference call with potential consultants prior to awarding a final contract. We anticipate that conference calls will be scheduled between **February 15-19, 2021**. Please include contact information for scheduling purposes in the RFP.

Proposals will be evaluated upon the contractor’s responsiveness to the RFP, qualifications, demonstrated experience with similar projects, and total price quoted for all items covered by the RFP. Award of the contract resulting from the RFP will be based upon the most responsive contract that is most advantageous to SLLS in terms of cost, functionality, experience, and quality of past work.

SLLS ideally seeks a firm that understands its needs as a nonprofit and legal services organization and is invested in our missions of achieving justice and social change by fighting poverty.

SLLS reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, when deemed to be in the best interest of SLLS. We also reserve the right to negotiate with all respondents to the RFP and reject any or all offers and discontinue this RFP process without obligation or liability to any respondent.

## **Cost of Proposals**

SLLS will not pay any costs associated with preparing proposals in response to this RFP.