



Request for Proposals for Strategic Planning Facilitation

Overview

Created in 2013, the South Dakota Native Homeownership Coalition brings together a diverse group of over 75 tribal, state, federal, nonprofit, and private sector stakeholders who are working to identify barriers, share innovative solutions, and leverage resources to create a clear path to homeownership for Native people in South Dakota. Our mission is to increase homeownership opportunities for South Dakota's Native people to build strong and healthy communities. Since our creation, a representative executive committee has governed our Coalition, and Lakota Funds, a Native community development financial institution, has served as our fiscal agent. Coalition members have carried out much of our work on a voluntary basis through committees, supported by a team of consultants.

As the Coalition, our programming, and our budget have grown, our stakeholders determined that we should transition from an informal, statewide Coalition to a formal, independent nonprofit organization. This transition entails forming a Board of Directors, shifting from consultant support to staff operations, filing Articles of Incorporation and Bylaws, applying for 501(c)3 tax exempt status, raising our own funds, and managing our own budget.

As part of this transition, the Coalition is committed to undertaking a strategic planning process to examine our history, analyze successes and challenges, and formulate strategic directions and goals for the future. This Request for Proposals (RFP) seeks a qualified community development consultant to facilitate this strategic planning process for the South Dakota Native Homeownership Coalition as we transition to an independent nonprofit organization.

c/o Lakota Funds, P.O. Box 340, Kyle, South Dakota 57752 • (605) 455-2500

CREATING A CLEAR PATH TO HOMEOWNERSHIP

Scope of Work

The Coalition is seeking a consultant to provide the following services:

1. Information gathering in preparation for strategic planning session (which may include key stakeholder/Board interviews and/or stakeholder/Board survey);
2. Agenda development in collaboration with Board subcommittee;
3. Preparation of handouts and support materials;
4. Facilitation of 2-day in-person session tentatively set for early September 2022; and
5. Preparation of follow-up materials from the session, including a three-year strategic plan and one-year work plan.

Proposal Guidelines and Requirements

Please submit a written proposal not to exceed five pages addressing the following items:

1. **Experience of the Firm:** Identify the firm's experience with facilitating strategic planning processes with Native-led organizations working in the community development and/or affordable housing fields.
2. **Qualifications of Key Personnel:** Identify the professional qualifications of the firm's assigned key personnel.
3. **Native American Ownership or Employment:** Please include any information pertinent to the ownership of the firm or employment of Native Americans.
4. **Approach:** Explain your intended approach to facilitating the strategic planning process for the Coalition, including examples of specific tasks you propose to perform in order to deliver the items outlined above in the Scope of Work.
5. **Cost:** Describe the proposed cost to providing these services, including estimated travel expenses. If the cost is based on an hourly rate, please provide both the rate and the estimate of the number of hours required for the examples of specific tasks described in your approach.

Evaluation Criteria

- The proposal is presented in a clear, logical manner and is well-organized and responsive to this RFP.
- Relevant experience and expertise.
- Approach to the strategic planning process.
- Pricing structure and price level.



Contact Information and Deadline for Submissions

Please submit all information requested above no later than **April 15, 2022** to:

Tawney Brunsch
Executive Director, Lakota Funds
Fiscal Agent, South Dakota Native Homeownership Coalition
P.O. Box 340
Kyle, South Dakota 57752
605-455-2500
tbrunsch@lakotafunds.org

Questions about this RFP should be directed to Ms. Brunsch.

