

CITY OF NORTH KANSAS CITY FIRE DEPARTMENT

REQUEST FOR PROPOSAL

COMMUNITY BASED STRATEGIC PLANNING FACILITATION



SUBMIT PROPOSALS TO:

CRYSTAL DOSS, CITY CLERK
CITY OF NORTH KANSAS CITY
2010 HOWELL STREET
NORTH KANSAS CITY, MO 64116

SUBMISSION DEADLINE:

2:00 P.M

MAY 1, 2018

I. REQUEST FOR PROPOSALS:

Qualified firms are invited to submit a proposal to furnish Strategic Planning Facilitation for the City of North Kansas City Fire Department by replying to this Request For Proposal (“RFP”) as described in this document. **In order for your proposal to be considered, you must comply with all instructions contained in this document.**

II. PURPOSE:

The City of North Kansas City Fire Department is seeking proposals from qualified firms, hereinafter referred to as the PROPOSER, to provide Facilitation for Strategic Planning for the City of North Kansas City Fire Department, in accordance with the terms, conditions and specifications contained in this Request for Proposals (RFP).

III. BACKGROUND:

- A. It is the intent of the City of North Kansas City Fire Department to conduct a community-based strategic planning process. The Department previously conducted such a process in April of 2013.
- B. The City of North Kansas City currently provides Advanced Life Support (ALS) ambulance services, and the full range of fire suppression and prevention services, within the City of North Kansas City boundaries and outside these boundaries as defined by applicable mutual aid agreements with neighboring agencies. The City of North Kansas City Fire Department also provides code enforcement services throughout the City of North Kansas City. The Fire Department wishes to obtain the services of a qualified service provider to provide facilitation in the development of a strategic plan to guide the department for the next three to five years.
- C. The City of North Kansas City Fire Department ultimately desires a management tool that provides for direction and accountability while at the same time being flexible enough to change as conditions dictate.

IV. GENERAL INFORMATION FOR PROPOSERS:

A. REQUEST FOR PROPOSAL:

- 1. This RFP provides interested PROPOSER’S sufficient information to prepare and submit proposals for consideration by the City of North Kansas City.

2. This RFP contains instructions governing the proposals to be provided, requirements which must be met for eligible consideration and general evaluation criteria and other requirements to be met by each proposal.
3. Proposals should be simple and economical, providing a straightforward, concise description of the PROPOSER'S ability to meet the requirement of the RFP.
4. To be considered, PROPOSER'S must submit a complete response to this RFP. Difficult to follow or understand proposals may be cause for rejection. Each proposal must be submitted as an original (1), accompanied by two (2) additional copies. Proposals must be signed by an official authorized to bind the PROPOSER to its provisions.

B. CONTRACTUAL CONDITIONS:

1. For this RFP, the proposal must remain valid for at least ninety (90) days. Moreover, the contents of the proposal of the successful bidder will be incorporated into the contractual obligations when a contract is awarded.
2. The initial contract term shall commence as soon as possible following successful contract negotiations and final approval and execution of a contract by the City Council of the City of North Kansas City.
3. The amount for the services to be rendered should be clearly delineated. Successful PROPOSER will be required to enter into a formal agreement with the City of North Kansas City. The City of North Kansas City reserves the right to reject any and all proposals and delete or amend any of the services as listed and described in this RFP.
4. The content of the RFP and the successful PROPOSER'S proposal will become an integral part of the contract, but may be modified by the provisions of the contract.
5. The selected PROPOSER will be required to assume responsibility for all services offered in the proposal whether or not PROPOSER provides them. The City of North Kansas City will consider the selected PROPOSER to be the sole point of contact with regard to contractual matters.
6. News releases pertaining to this project will not be made without prior City of North Kansas City approval.
7. The PROPOSER will comply with all Federal, State, and local laws, regulations, and policies regarding equal employment and non-discrimination in the work place.

C. CRITERIA FOR SELECTION:

1. All proposals received from PROPOSERS will be reviewed and evaluated. Those reviewing responses to the RFP will recommend selection of the proposal which most closely meets the requirements of the RFP. The City reserves the right to determine which proposal is the lowest and best for the needs of the City.
2. The following criteria will be of major importance in making the selection:
 - A. QUALIFICATIONS: The ability, capacity and experience of the PROPOSER to satisfy requirements specified in this RFP including the ability of PROPOSER to provide services promptly.
 - B. TECHNICAL: PROPOSER'S plan for accomplishment of the task, to include the number and qualifications of personnel assigned to the project; and an understanding of the scope of work.
 - C. PRICE/FEES: Terms describing payment with total costs all inclusive.
 - D. OTHER: Consideration will be awarded to PROPOSER'S familiar with and having the ability to apply a methodology supporting agency accreditation through the Commission for Fire Accreditation International.

V. **PROPOSER'S WARRANTY:**

The person(s) executing this Agreement on behalf of the PROPOSER hereto warrants that:

- A. Such party is duly organized and existing;
- B. She/he is authorized to execute and deliver the PROPOSAL on behalf of said party;
- C. By so executing the PROPOSAL, such party is formally bound to the provisions of the submitted PROPOSAL;
- D. The execution of the PROPOSAL does not violate any provision of any other agreement to which said party is bound;
- E. She/he is authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP;

- F. She/he has full read and understands the RFP and has full knowledge of the scope, nature, quantity, and quality of the work to be performed and the requirements and conditions under which the work is to be performed.

VI. ELIGIBILITY:

- A. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section of this RFP.
- B. The PROPOSER understands that the City of North Kansas City is not responsible for any costs that may be incurred in the submission of a response to this RFP.
- C. The proposal must name all persons or entities interested in the proposal as principals as well as qualifications and experience of the individuals(s) who will provide the services.

VII. SCOPE OF WORK:

The successful PROPOSER will provide all services necessary for the facilitation of a community based strategic planning process. These services shall include, but not be limited to:

- A. The PROPOSER is required to describe the approach for the project with anticipated outcomes.
- B. The PROPOSER will describe the project methodology including what the PROPOSER sees as the critical steps of the process.
- C. The PROPOSER will describe the communication process with Fire Department administration to coordinate activities.
- D. The PROPOSER will provide all project coordination and management.
- E. Conduct a community forum of civic leaders and citizens to explore the community's needs and expectations of the fire department.
- F. Conduct an employee (PLANNING GROUP) work session for a minimum of 2, 8-hour days. These work sessions should be spaced apart, preferably a minimum of 3 days to allow the planning group to solicit input and feedback from the other employees. Additionally, the work session must flow at a pace as to provide the opportunity for employee engagement and thorough, thoughtful discussion.

- G. Utilizing the 2016 City Council goals (or newer) and the feedback from the community, the PROPOSER must incorporate this information into the discussions of the PLANNING GROUP.
- H. Facilitate a series of discussions and/or separate PLANNING GROUPS to develop a Mission Statement, Vision Statements, Values Statements, Goals, Objectives, Tasks, and Performance Measures.
- I. The PROPOSER must facilitate a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis with the PLANNING GROUP.
- J. The selected PROPOSER will be required to assume responsibility for all services offered in the proposal. The City of North Kansas City will consider the selected PROPOSER to be the sole point of contact.
- K. The PROPOSER cannot assign or sublet the whole or any part of the contract without the prior written consent of the City of North Kansas City.
- L. The PROPOSER should provide a sample of a previously developed strategic plan.

VIII. REPORTS/DELIVERABLES:

The PROPOSER will describe in detail the deliverables to be provided, including but not limited to:

- A. Development of a project work plan
- B. Identification and coordination of stakeholders
- C. Facilitation of on-site work sessions involving community participants
- D. Provide all necessary forms
- E. A complete Strategic Plan as developed in the PLANNING GROUP(S) that includes:
 - 1. Introductory information on the City, Department, and process used to develop the Strategic Plan.
 - 2. Mission, Vision, Values, Statements.
 - 3. SWOT Analysis
 - 4. Prioritization of Services
 - 5. Critical issues and gap analysis

6. Goals, Objectives and performance expectations
7. Implementation strategies including responsible parties,
8. The PROPOSER will compile the information gleaned from the PLANNING GROUP into a usable format and submit a draft of the report (Strategic Plan) to the department for review and approval.
9. The Department will be able to review the document and make changes that the PROPOSER will incorporate into the document.
10. The PROPOSER will provide the city of North Kansas City a minimum of five paper copies and one electronic copy of the final edited document.

IX. REQUIRED INFORMATION FOR THIS PROPOSAL:

The proposal should explain the Scope of Work as understood by the PROPOSER. It should detail the approach, activities and work products. The proposal shall include:

- A. A rationale for the approach taken.
- B. A schedule of deliverables.
- C. A list of work product which the PROPOSER will provide.
- D. Any assistance the City of North Kansas City may be requested to provide the PROPOSER beyond what is described in the RFP.
- E. Completed, all inclusive, cost proposal.
- F. Identify the type of business entity involved (e.g. sole proprietorship, partnership, corporation, etc.).
- G. Identify whether the business entity is incorporated and where it is incorporated (state or foreign country).
- H. Any additional information that the PROPOSER considers pertinent for consideration should be included in a separate section of the Proposal. The City of North Kansas City also requests a statement by the PROPOSER about why the PROPOSER feels its approach would be the most cost effective and appropriate for the City of North Kansas City.

X. RESPONSIBILITIES OF THE CITY OF NORTH KANSAS CITY:

- A. The City of North Kansas City will provide the necessary meeting space and logistical support for community meetings, work sessions, and appropriate break areas and refreshments.
- B. The City of North Kansas City will provide internet access during the meetings and work sessions as well as limited A/V equipment. A/V requirements must be included in the RFP.
- C. The City of North Kansas City will comply with all Federal, State and local laws, rules and regulations as applicable to the contracted services.
- D. Either party may terminate this Agreement by giving written notice of termination to the other party not less than sixty (60) days prior to completion. In the event of such early termination, or upon request of the City, all documents will be assembled and delivered as directed by the City.

XI. PERFORMANCE SCHEDULES:

- A. The Contract term shall begin when signed and accepted by both parties.
- B. The Contract term will terminate when the City has received a completed, edited, formatted and assembled document from PROPOSER and final payment has been made.
- C. The Contract term will be a time that is agreeable to both the City of North Kansas City and the PROPOSER, but in no case, extend past 90 days, to include receipt of all deliverables.

XII. SUBMITTTALS: Proposals must be submitted in a sealed package clearly marked:

“STRATEGIC PLANNING PROPOSAL”

Proposals must be submitted in three (3) copies, including one (1) clearly identified original and two (2) additional copies to:

Crystal Doss, City Clerk
City of North Kansas City
2010 Howell St.
North Kansas City, MO 64116

Proposals must be received at the above address no later than **2:00 PM, May 1, 2018**. Late proposals will not be considered, regardless of the reason.

PROPOSER:

BY: _____
(Signature)

(Print Name & Title)

(Name of Company)

(Street, City, State, Zip)

(Telephone Number)