



REQUEST FOR PROPOSAL

Strategic Planning/Goals-Setting Facilitation Services
City of North Kansas City Governing Body and Management Team

- A. Notice: The City of North Kansas City is seeking proposals from qualified consultants to facilitate a strategic planning/goals-setting session with the North Kansas City Governing Body and Management Team. The session will take place on Friday, June 29, 2018 (approximately 8 a.m. to 5 p.m.) and Saturday, June 30, 2018 (approximately 8 a.m. to noon.)
- B. Due Date: Proposers are to submit their proposal no later than 5 p.m. on Tuesday, May 15, 2018. Please submit your response to:

Kim Nakahodo, Assistant City Administrator
2010 Howell Street
North Kansas City, MO 64116
knakahodo@nkc.org

- C. Purpose: The goals of this session, generally, are to:
- Ensure that the City Council and the Management Team are working in sync to accomplish the goals and objectives of the City.
 - Review the Core Values that have previously been adopted by the City to determine if they should be retained or revised.
 - Review the six Strategic Plan categories to determine if they should be retained, revised, or augmented.
 - Establish goals and measurable objectives to guide the activities of the City government for the next two years.

A Strategic Planning session was last conducted in 2016.

- D. Response: Proposers are asked to submit a proposal that includes the following information:
1. Methodology: Please provide a proposed method for conducting the session in a manner which will accomplish the goals of the session as outlined above and providing a written summary of the results.
 2. Staffing: Please provide the name(s) of the persons proposed to perform the engagement and their qualifications for doing so.
 3. Experience: Please indicate prior experience in performing facilitation of at least three similar engagements for similar organizations as the City of North Kansas City. Please provide references, including name, title, address, phone number, and e-mail address.
 4. Compensation: Please provide the proposed price for the engagement.
- E. Selection: The City shall select the consultant based upon an evaluation of the factors listed in Section D above. Finalist(s) may be requested to meet with a committee of City personnel to discuss their proposal in greater detail.
- F. Questions regarding this RFP may be addressed to:

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(816) 412-7814
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