

Request for Proposal (RFP) Strategic Planning Consultant



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Issued by: Catholic Charities Twin Cities
Date Issued: June 30, 2025
Proposal Deadline: July 18, 2025
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I. Introduction

Catholic Charities Twin Cities is seeking proposals from qualified consultants or firms to support the development of a comprehensive strategic plan to guide the organization's direction over the next 5 years (July 1, 2026, through June 30, 2031). This planning process will help ensure alignment of mission, programs, and resources in an evolving human services landscape.

II. Organizational Background

Catholic Charities Twin Cities is a leading nonprofit organization with an annual operating budget of approximately \$55 million. We serve people most in need, regardless of faith, background, identity, or circumstance, through programs that address homelessness, housing stability, aging and disability needs, children's mental health, and more. With a history of over 150 years, Catholic Charities is committed to advancing justice across the Twin Cities.

III. Purpose and Scope of Work

The selected consultant will facilitate a strategic planning process that results in a clear and actionable plan to guide the organization's priorities, decision-making, and resource allocation. Scope of work includes:

1. Discovery and Assessment

- Review of existing plans, reports, and data.
- Stakeholder interviews and focus groups (e.g., staff, board, clients, partners).
- Environmental scan and SWOT analysis.

2. Facilitation and Engagement

- Design and lead planning sessions with leadership, board, and other representative stakeholders.
- Facilitate broad engagement with stakeholders, incorporating input from diverse internal and external voices.

3. Strategic Plan Development

- Define/refine mission, vision, and values.
- Develop strategic priorities, goals, and key objectives.
- Outline success metrics and implementation roadmap.

4. Final Deliverables

- Comprehensive strategic plan document.
- Presentation to the Board of Directors.
- Optional: facilitation of plan rollout and early implementation support.

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IV. Project Timeline

We anticipate launching the strategic planning process in **September 2025**, with final plan approval by the Board in **April 2026**. The timeline may be refined in collaboration with the selected consultant.

V. Proposal Requirements

Please include the following in your proposal:

1. **Cover Letter**
2. **Firm Overview** – including experience with human services nonprofits of similar scale.
3. **Approach and Methodology** – description of your proposed process, including how you ensure broad stakeholder engagement and inclusion of people with lived expertise.
4. **Work Plan and Timeline**
5. **Team Bios** – who will be involved and their relevant qualifications.
6. **Past Clients and References** – especially in the nonprofit or human services sector.
7. **Sample Deliverables** – excerpts from prior strategic plans (optional).
8. **Project Budget** – including a breakdown of fees, expenses, and payment schedule.

VI. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications, with special consideration for expertise working with diverse communities, familiarity with affordable housing and/or homelessness, and understanding of public and philanthropic funding sources.
- Understanding of Catholic Charities' mission, programmatic scope and financial complexity.
- Proposed approach and stakeholder engagement strategy.
- Clarity of timeline and deliverables.
- Cost-effectiveness.
- References and sample work.

VII. Submission Instructions

Please submit your proposal as a single PDF to: elizabeth.lyden@cctwincities.org

with the subject line: **Strategic Planning RFP – Catholic Charities Twin Cities**

Deadline for submission: July 18, 2025

Questions may be directed to Elizabeth Lyden at elizabeth.lyden@cctwincities.org or 651-757-7764

VIII. Additional Information

Catholic Charities Twin Cities reserves the right to request additional information, conduct interviews with select respondents, and/or not select any consultant as a result of this RFP.

We appreciate your interest in supporting our mission and look forward to receiving your proposal.



CATHOLIC CHARITIES
Twin Cities

