

Request for Proposals

Project Description:

Strategic planning and visioning for the Crispus Attucks Community Center (CACC), a program of Community Action Partnership (CAP)

Contact Information:

Arelis Perez, Household Stability Impact Team Leader
aperez@caplanc.org

Background:

CACC merged with CAP in 2018. The Center “strives to improve the quality of life for youth and families in Lancaster by providing services that promote community prosperity, physical and mental health; and by offering programs and cultural events which preserve the African American heritage.” Crispus Attucks sponsors community-wide cultural events, including Lancaster’s Annual Rev. Dr. Martin Luther King Jr. Breakfast, Black History Month events, and the Juneteenth Celebration. The Center is also home base for the African American Veterans Project and the African American Historical Society. Additionally, the Center provides the following programs:

- Infamous Unstoppables
- Crispus Attucks Food Bank
- Crispus Attucks Hot Lunch program

Project Goals and Scope of Work:

CAP is seeking a skilled strategic planning facilitator to assist in the establishment of a strategic vision and a path forward for our work at CACC. The facilitator will work in collaboration with CAP/CACC staff, community stakeholders, and the CACC advisory committee.

CAP aims to:

- Reconceptualize the mission of the center
- Evaluate the branding of the center
- Determine strategic priorities
- Establish strategic goals with measurable outcomes

Anticipated Selection Schedule:

The Request for Proposals timeline is the following:

- RFP release date: 10/26/2020
- Deadline to submit proposal: 12/07/2020 (extended by one week)

- Interviews: 12/14/2020
- Selection of facilitator: 12/28/2020

How to Submit:

Submit your proposal via email to: Arelis Perez, aperez@caplanc.org

Components of Proposal:

Submissions should include the following:

- Overview of agency, experience of team
- Narrative outlining scope of work, timeline, deliverables
- Commitment to working with community stakeholders
- Minimum of three references
- Example of previous work similar to that outlined in this RFP
- Budget including detailed project fees

Evaluation Criteria:

Experience in diversity, equity, and inclusion work

An interest or experience in the type of work of the Center

Clearly described scope, timeline, deliverables

Stays within a \$10,000 budget