



## **-Request for Proposal-**

This Request for Proposal (RFP) is soliciting written proposals from professionally qualified individuals and agencies that have a passion to support nonprofits determine long-term vision and impact. California Conference for Equality and Justice (CCEJ) is seeking a consultant to partner with staff and Board of Directors to develop a three-to-five-year strategic plan. Proposals should clearly define how they will work with CCEJ to assist in a comprehensive, participatory planning process.

### **Planned Timeline**

Issue Date: February 10, 2022

Due by: April 15, 2022

Work to begin no later than Quarter 3 of 2022

**Submission: email to Reena Hajat Carroll, Executive Director at [rhcarroll@ccej.org](mailto:rhcarroll@ccej.org)**

## **BACKGROUND**

### **CCEJ Mission and History**

California Conference for Equality and Justice (CCEJ) is an organization with nearly 60 years of experience pursuing the mission to eliminate bias, bigotry and racism through education, conflict resolution and advocacy. CCEJ was originally founded as the Long Beach branch of the National Conference for Christians and Jews (later known as the National Conference for Community and Justice or NCCJ) in 1963. In 2005, the organization became an independent 501c3 and changed its name, but our mission to eliminate bias, bigotry and racism continues.

CCEJ has a highly participatory culture, where all perspectives are encouraged, respected, and welcomed. CCEJ strives to live its core values in its mission and culture and will be critical anchors during this exciting process of visioning and creativity.

CCEJ's core values are:

- Another world is possible
- Justice can only be achieved together
- We work to end oppression in all its forms
- We value and honor everyone's identity
- None of us are free until all of us are free

## **SCOPE OF SERVICE**

The contractor shall, at minimum, accomplish the following:

### **Planning Activity and Final Product**

Working with CCEJ staff and board, the contractor will:

1. Design and establish a comprehensive strategic planning process, which includes mission, vision, long-term goals assessment
2. Develop a three-to-five-year strategic plan
3. Provide recommendations and implementation strategies for this plan.

### **Research**

It is anticipated that these tasks will be accomplished through a combination of:

- Review of CCEJ financial landscape, annual reports, event videos, website, including marketing materials, educational program materials, development documents, and any relevant research documents,
- Personal in depth interviews with CCEJ leadership team, staff, board, funders, and other CBO's about the impact of CCEJ's work both short-term and long-term
- Focus groups or surveys are highly encouraged, and/or any other method that will be useful in receiving community input that identify dominant issues, design consensus building objectives and strategies that can be implemented.

## DELIVERABLES

Deliverables will include, at a minimum, the following:

- Copies of all instruments used to gather information,
- Interim briefings midway for feedback on direction of the plan,
- Draft plan, in conjunction with CCEJ staff leadership that specifies goals, objectives, strategies, timeline and required resources (i.e. financial and staff) for implementation, and
- Final plan incorporating necessary revisions along with a presentation to CCEJ staff and board. All deliverables will become the property of CCEJ

## COMPENSATION FOR SERVICES

CCEJ will expend appropriate funds for completion of a high-quality planning process, data and plan. Each contractor's bid should include all fees, expenses, supplies, printing, travel, per diem, overhead and profit, insurance, taxes, and any other expenses attributed to the planning process.

## SUBMISSION REQUIREMENTS

Applicants shall submit a proposal that includes the following elements:

1. Profile of the Contractor must include:
  - a. A list of the names and title of the members, partners, officers, management and staff of the contractor's firm.
  - b. A minimum of three references for which the contractor has provided comparable contractual services to those specified in the RFP along with the subcontractors and contacts where applicable.
  - c. A summary and samples of the contractor's work on similar projects.
  - d. Evidence of experience working with organizations whose core missions focus on **social justice, and/or restorative justice issues**

2. A Work Plan that incorporates the scope of services outlined. The work plan should generally identify the expected duration of each task and reflect associated personnel and other resources required for all tasks to be performed. This should include a schedule for all deliverables. There should be a clear delineation of contractor's and CCEJ's task responsibilities.
3. Project Fees and fee schedule
4. Statement of your Racial Justice Values and work approach with non-profits

## **SELECTION**

### **Selection Process**

1. A strategic planning committee of the CCEJ board and staff will review the proposals and will select 1-2 consultants for board/staff virtual presentations.
2. Selected contractors will be invited to attend a meet n' greet with key board and staff.
3. Final contractor will be notified by phone or email.