

2018



**CITY OF MILWAUKEE EQUAL RIGHTS COMMISSION**  
**REQUEST FOR PROPOSAL – STRATEGIC PLANNING SERVICES**

## **Request for Proposal Strategic Planning Services**

The City of Milwaukee Equal Rights Commission is seeking proposals from interested and qualified organizations and firms to provide strategic planning services.

### **A. Introduction**

The City of Milwaukee Equal Rights Commission (ERC) is established by ordinance with the broad objective of providing oversight and establishing collaborative working relationships with other organizations in Milwaukee to improve the equal rights climate in the City of Milwaukee.

The ERC is empowered by Chapter 109 of the Milwaukee Code of Ordinances, making it responsible for monitoring the employment, contracting and program activities of the city; preparing timely reports to the Mayor and Common Council on efforts to promote equal rights and opportunities; promoting positive community relations; and eliminating discrimination inequities in city government as a whole.

Additionally, the ERC can hear housing, employment, and public accommodation discrimination complaints, but the investigative and enforcement activities are limited to discriminatory practices not addressed within the jurisdiction of federal and state agencies. In instances that a complaint is received that cannot be addressed by a state or federal agency, we can investigate and mediate the issue. We may additionally request reports from city departments regarding their programs or activities that relate to equal rights and equal opportunity.

The ERC is now located within the Department of Administration and staffed by the Equal Rights Specialist. The nine current Commissioners represent the diversity of Milwaukee and hold themselves accountable to all under-represented communities. While the ERC has been around in some capacity since 1994, the ordinance rewrite, new makeup of Commissioners, and change of leadership has made a new strategic planning session necessary.

### **B. General Information**

The ERC is seeking a consultant to facilitate a strategic planning process that will provide organizational guidance and continuous development for future decision making. The purpose of the strategic planning process will be to (1) develop a comprehensive and effective two year strategic plan (short, medium, and long-term goals) that builds upon ERC strengths and successes to support growth and contribute to equity in the city of Milwaukee; (2) establish mission and vision statements that encompass the focus of the ERC; (3) determine broad goals and strategic objectives.

## **C. Project Deliverables**

In submitting a response to this RFP, facilitators should include their proposed deliverables for guiding the ERC's strategic planning process and will be expected to:

1. Facilitate a planning retreat for the ERC Commissioners and staff (the location, cost, and event planning of the retreat will be coordinated through the Equal Rights Specialist);
2. Lead discussions to assist the ERC in fulfilling its charge to develop a strategic plan;
2. Guide and stimulate discussions within the Commission, and prepare formal notes from these meetings;
3. Assist in writing a formal strategic plan for the Equal Rights Commission; and
4. Recommend system changes, community partnerships, and the implementations of new initiatives

## **D. Selection Process**

The facilitator will be selected by the city of Milwaukee's Department of Administration. It is the intention that the ERC Commissioners will be included in the effort and will be kept apprised of the status of the planning process.

## **E. Proposal Requirements**

A proposal submitted in response to this RFP should contain sufficient detail to permit an evaluation of your firm/organization's capabilities and charges. For a proposal to receive consideration, it must contain the following six requirements:

1. A proposed work plan and schedule with an explanation of the methodology to be used and addressing all required deliverables;
2. Qualifications and credentials of the facilitator;
3. Pricing of every aspect of the proposal including estimated hours required, hourly rate and a "not to exceed" quote;
4. Availability for scheduling;
5. Summary of experience with other organizations similar in size and scope of the City of Milwaukee Equal Rights Commission; and
6. A reference list of current and past clients of organizations similar to the ERC in size and mission.

## **F. Timetable**

It is important that the ERC completes the strategic planning process as soon as possible. Additionally, Commissioners are not paid for their service and work full-time jobs, and therefore the strategic planning process would need to be completed within 1-2 days with the possibility of a weekend session.

| <b><u>Process</u></b>                    | <b><u>Date</u></b>   |
|--|--|
| Written Questions Only                   | July 19, 2018  |
| Responses to Questions Posting           | July 25, 2018 (See: <a href="http://city.milwaukee.gov/ERC">city.milwaukee.gov/ERC</a> ) |
| Proposals Submitted                      | July 27, 2018  |
| Facilitator Selected                     | August 2018  |
| Estimated Date of First Planning Session | September 2018   |

## **G. Delivery of Responses/Contact Information**

Proposals must be submitted electronically to Diane Lopez at [dilope@milwaukee.gov](mailto:dilope@milwaukee.gov) by 4pm on or before Friday, July 27, 2018. Proposals received after this deadline will not be considered. Extensions to this deadline will not be granted. Please direct written questions to Equal Rights Specialist, Jessica Langill, at [jessica.langill@milwaukee.gov](mailto:jessica.langill@milwaukee.gov).

## **H. Disclaimers**

All proposals are intended for the sole proprietary use of the City of Milwaukee Equal Rights Commission and the Department of Administration. The purpose of this RFP is to provide applicants with information to assist in the preparation of their bid applications. The ERC and Department of Administration reserves the right to accept or reject any submitted proposals for any reason. No RFP document is an agreement, nor is any RFP document an offer or invitation by the ERC to any other party. The terms on which the project is to be carried out will be set out in a separate agreement. The ERC and Department of Administration will not entertain any claim for expense related to the preparation of RFP submissions or any related matter, and all applicants by the submission of their bids agree not to seek any claim, compensation, damages, or any other consideration whatsoever in connection with any aspect of the RFP process or preparation and submission of proposals. The information contained in this RFP is confidential and is presented solely for the purpose of preparing a bid as outlined in this RFP. This information may not be disclosed to a third party for any reason.

## **I. Funding Source**

Department of Administration Community Development Grants Administration Division