



# Request for Proposals: Strategic Planning Partner for the Texas Evaluation Network

## Key Dates and Information

RFP open:	January 10, 2022
Application deadline:	January 31, 2022, at 5 pm CST
Notify selected consultant:	February 21, 2022
Project dates:	March 1 through July 31, 2022
Project budget:	Not to exceed \$5,000
Application submission:	<a href="https://grandprairieisd.co1.qualtrics.com/jfe/form/SV_eK7Q7jQ77HKbF4i">https://grandprairieisd.co1.qualtrics.com/jfe/form/SV_eK7Q7jQ77HKbF4i</a>
RFP contact for questions:	<a href="mailto:texasevalnetwork@gmail.com">texasevalnetwork@gmail.com</a> Use subject: "Strategic Plan RFP"

# About Texas Evaluation Network

Texas Evaluation Network (TEN) is a non-profit, interdisciplinary organization serving Texas evaluators for a decade. Devoted to strengthening ties through educational and professional development, TEN seeks to promote evaluation methods and principles; advocate for evaluation best practices; strengthen evaluation capacities; provide professional/career development opportunities; and institute a venue for networking and the exchange of theoretical, methodological, and practical knowledge related to the field of evaluation.

Our members' interests and skills vary greatly as the organization prides itself on geographic and interest diversity. This is best on display at TEN's evaluation institute hosted annually, through regular webinars, and networking power hours.

## Texas Evaluation Network Racial Equity Statement

TEN acknowledges and opposes racial discrimination. TEN strives to adhere to and promote the American Evaluation Association's Guiding Principles for Evaluators, which address systematic inquiry, competence, integrity, respect for people, and common good and equity. TEN stands in solidarity with people of color and recognizes its role in addressing the unequal treatment of people based on race and ethnicity.

## Scope and Structure of TEN

TEN is an affiliate with the American Evaluation Association (AEA), and is a voluntary statewide, membership-based organization serving the multidisciplinary interests and needs of evaluation and other allied professionals.

Since inception in 2011, TEN's membership has grown to approximately 75 members. The board of directors includes 15 board members including a student representative. There are several standing and ad hoc committees of the board including the strategic planning committee. The strategic planning committee consists of board members and regular members. The committee is charged with leading and overseeing all efforts surrounding the new strategic direction. The committee will serve as the main contact for the strategic planning consultant.

More information on TEN including history and board members can be found on our website: <https://www.texasevaluationnetwork.org/>

# Project Focus

## Project Objectives

TEN has been in existence for 10 years. As we embark on the next five years, we will develop a strategic plan to promote equitable evaluation, reflect members' values, and guide the organization's work.

TEN seeks to hire a consultant to facilitate a strategic planning process that results in the development of a strategic plan, complete with overarching goals and detailed objectives for attaining the goals. TEN is seeking a consultant with:

- Experience developing strategic plans
- Knowledge of equitable evaluation
- Experience working with small, volunteer-led organizations

## Developing a Strategic Plan

TEN has established broad goals for our strategic plan. We are seeking guidance from a consultant to help us integrate TEN's foundational ideas, current member recommendations, and equity and diversity goals to inform an actionable strategic plan.

As a first step, the consultant should become familiar with TEN's origins and the organizational evolution to date. In addition to document reviews, interviews with founding and current board members are encouraged. Based on these learnings, the consultant will provide the strategic planning committee with suggestions to guide a member survey. The committee will design and administer the member survey. The survey will assess current member values and identify opportunities to increase diversity, equity, and inclusion within the organization. The strategic planning committee will analyze and share survey findings with the consultant. TEN documents, board member interviews, and member survey findings should inform development of the TEN strategic plan.

This engagement will be a virtual engagement (100%) and primary communication will be with members of the strategic planning committee.

## Activities and Consultant Responsibilities

Minimum consultant responsibilities include:

Activity	Role of the Consultant	Deliverable
Project kick-off meeting with the TEN board	Meeting facilitator	Meeting notes
Discovery process (e.g., stakeholder interviews, document review, etc.)	Lead	Updated work plan and timeline
Consult with TEN strategic planning committee on design of member survey	Provide feedback on what would be helpful to inform the strategic plan	Survey feedback
Meeting with the strategic planning committee where the committee will share member survey results	Participant	N/A
Meeting with the strategic planning committee to present a draft strategic plan	Meeting facilitator	Outline of the strategic plan for committee feedback
Meeting with the TEN board to present the final strategic plan	Meeting facilitator	Final strategic plan

## Application Process and Proposal Requirements

Interested consultants and/or organizations with experience in developing strategic plans, knowledge of equitable evaluation, and experience working with small, volunteer-led organizations are encouraged to apply.

Your proposal should include:

- A cover letter that introduces you and/or your organization, describes your areas of expertise and prior experience with developing strategic plans, and explains how you incorporate equity principles into strategic planning processes and deliverables.
  - The cover page should not exceed one page.

- A written narrative that includes a timeline, budget, and a work scope describing how you plan to execute the deliverables outlined in the "Activities and Consultant Responsibilities" section above.
  - The narrative should not exceed four pages.
- At least two references for similar projects completed within the last five years. Each reference should describe the project, dates of work, outcomes achieved, and a client reference that includes name, title, email, and phone contact.
- Excerpts of work for similar evaluation projects completed within the last five years (e.g., slide decks, written reports, etc.).

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A frequently asked questions document will be posted on the TEN website

## Application Evaluation

Applications will be evaluated based on multiple criteria, which include but are not limited to:

- Overall approach, including how equity is centered
- Engagement and collaboration plans with the TEN board
- Experience working with small, volunteer-led organizations
- Experience working with membership-based organizations
- Experience in strategic planning