



REQUEST FOR PROPOSAL

Strategic Planning Consultant/
Facilitator

February 4, 2022

Responses Due by Close of Business (5:00 pm ET), Tuesday, March 1, 2022.

Background:

The Dayton Area Chamber of Commerce (“chamber”) is the largest business organization in the Dayton, Ohio region, serving 2,200 business members in nine counties. Founded in 1907, we are a 501(c)(6) trade association of businesses, professionals and individuals focused on three core competency areas: government advocacy, economic development and member services. In addition, we operate under common control the Dayton Area Chamber Education & Public Improvement Foundation (“foundation”) a 501(c)(3) community foundation.

Our chamber produces a [Strategic Plan](#) every three (3) years. This document is created with input from chamber membership, volunteer leadership, community stakeholders, and professional staff. The Strategic Plan guides the annual production of the chamber’s [Business Plan](#).

Scope of Work:

The Dayton Area Chamber of Commerce seeks a qualified facilitator with experience leading strategic planning to provide consultative services in preparation for and during the creation of the chamber’s 2023-2025 Strategic Plan. This facilitator will assist staff in determining appropriate market research, and guide the gathering of such information. The facilitator will also advise volunteer and staff involvement in the creation of the plan, and will lead meetings and/or retreats meant to solicit input on the plan’s direction and creation.

Data gathering for the 2023-2025 Strategic Plan is expected to begin in mid-March 2022, with final approval of the plan by the chamber’s Board of Trustees due August 17, 2022. Staff will work with the chosen facilitator to identify the appropriate number and length of meetings, as well as the appropriate audience for each.

The chosen facilitator will provide input to staff and volunteer leadership regarding the final format of the strategic plan, but will not need to write the plan.

Request for Proposal Criteria:

Each Request for Proposal (RFP) response will be evaluated according to the following criteria by a committee including chamber staff and volunteers:

- Facilitator is connected to a chamber member organization in good standing.

- Prior success in facilitating strategic planning processes. Applicants should include examples of previous successful related work.
- Experience and qualifications of the applicant.
 - Experience in creating an inclusive environment for obtaining input
 - Experience in gathering and utilizing data to drive the planning process
 - Ability to constructively challenge key stakeholders
 - Experience in inspiring others to think innovatively
 - Project management & change management experience
 - Proposed fee.

Submittal Requirements:

- Two (2) page maximum application addressing RFP criteria and plan for reaching desired goals in scope of work.
- Submission must be received by chamber staff person listed below by 5pm ET on Tuesday, March 1, 2022.

Send proposals to: Holly Allen, VP, Marketing & Communications at hallen@dacc.org.

Follow-up phone/virtual interviews may be requested. Chamber staff and volunteer leadership will select a facilitator by March 4, 2022. If no applicant matches the criteria listed above, the chamber withholds the right to extend the RFP submission deadline.

Questions regarding this Request for Proposal may be submitted directly to Holly Allen, hallen@dacc.org. Responses will be shared with all applicants.