

Workforce Development Corporation (“WDC”)

Request for Proposals

Title: NYC HER FUTURE STRATEGIC

PLAN DEVELOPMENT

RFP PIN: 2026WDC0005

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Proposers are advised that the Authorized WDC Contact Person for all matters concerning this Request for Proposals (“RFP”) is:

Name: Chenelle Dennis
Title: Executive Director
Mailing Address: 1 Liberty Plaza, 10th floor, New York, New York 10006
Telephone #: 212-513-6437
E-mail Address: WDCcontracting@sbs.nyc.gov

SECTION I – TIMETABLE

A. Release Date of this RFP: MONDAY NOVEMBER 3, 2025

Responses should be submitted electronically by email, in either Adobe PDF to Chenelle Dennis at WDCcontracting@sbs.nyc.gov. All proposers are responsible for checking the [WDC Contracting Opportunities website](https://www.nyc.gov/site/sbs/about/wdc-contracting-opportunities.page) for any updates or addendums to this RFP.

B. Question due by: FRIDAY NOVEMBER 14, 2025

All questions should be submitted via email to Chenelle Dennis at WDCcontracting@sbs.nyc.gov. All questions and answers will be posted online by end of day **FRIDAY NOVEMBER 21, 2025**. Please regularly check the WDC Contracting Opportunities (<https://www.nyc.gov/site/sbs/about/wdc-contracting-opportunities.page>) for the responses to the questions.

C. Proposal Due Date: FRIDAY DECEMBER 5, 2025 AT 5PM (EST)

Responses must be submitted electronically by email, in either Adobe PDF or Microsoft Word, to Chenelle Dennis at WDCcontracting@sbs.nyc.gov. All responses to this RFP are to be prepared and submitted at the proposer’s expense. The WDC will not pay any costs incurred by proposers in connection with the preparation, submission, and evaluation of the RFP response.

Note: *The WDC will consider requests made to the Authorized WDC Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the WDC issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.*

D. Anticipated Contract Start Date: FRIDAY JANUARY 2, 2026

Note: *The Contractors must be able to begin immediately upon receipt of a written notice to proceed from WDC.*

SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS

A. Organizational Background

WDC is an independent not-for-profit organization created by the City of New York (“**City**”) for the purpose of assisting the City in developing and funding workforce initiatives. WDC works closely with the City’s Department of Small Business Services (“**SBS**”) to contribute to the economic vitality of New York City (“**NYC**”) by promoting workforce development and job creation through public and private partnerships.

NYC Her Future is a newly launched office housed within the Mayor’s Office of Equity and Racial Justice, created to advance gender equity and expand economic opportunities for young women and girls across New York City. Since its launch in April 2024, NYC Her Future has been working to develop policies and programs that empower young women, support leadership pathways, and remove systemic barriers to success.

B. Context and Purpose of this Project

As a new office, NYC Her Future is at a critical stage in its development where a clear strategic roadmap is necessary to define priorities, align resources, and guide its future growth.

To achieve this, NYC Her Future, in partnership with WDC, is requesting a Contractor to develop its first comprehensive strategic plan. The plan will evaluate existing initiatives, identify gaps and opportunities, and provide actionable recommendations to strengthen programming and partnerships. It will also outline measurable goals and implementation strategies that reflect the diverse needs of women in New York City. This effort will ensure that NYC Her Future is positioned to drive long-term impact in collaboration with city partners, community organizations, and advocacy groups dedicated to advancing gender equity.

C. Anticipated Contract Term

It is anticipated that the term of the contract awarded from this RFP will be 7 months (“**Term**”) with extension options at the WDC’s sole discretion for up to one (1) year inclusive of the Term and any extensions or renewals. WDC, at any time and for any reason whatsoever in WDC’s sole discretion, may terminate the contract for WDC’s convenience.

D. Anticipated Available Funding

It is anticipated that the total available funding awarded from this RFP will be up to \$100,000. The final contract amount is dependent upon the availability and appropriation of funds is subject to change. In addition, the WDC reserves the right to modify the funding allocation in the best interests of the WDC. Greater consideration will be given to proposers that propose more competitive prices.

E. Anticipated Payment Structure

It is anticipated that the payment structure of the contract awarded from this RFP will be deliverable-based. The WDC reserves the right to select any payment structure that is in the WDC’s best interest. No payments will be made, nor funds applied to other uses. WDC will endeavor to accommodate reasonable requests for payment structures that incorporate work performed and the Contractor’s allocation, dedication, and expenditure of resources. Work performed by the Contractor beyond the

scope of this solicitation and the resulting contract award, will not be compensated without WDC's prior approval.

F. Minimum Qualification Requirements

The following are the Minimum Qualification Requirements of this RFP. Proposals that fail to meet any of these requirements may be found non-responsive and rejected.

1. At least five (5) years of experience in strategic planning, organizational development, or related consulting services for nonprofit, public sector, or government agencies.

G. Preferred Qualifications

WDC will prefer that proposers possess the following, non-exclusive list of qualifications and/or skills and such qualifications will be evaluated as described in Section V:

1. Expertise in issues related to gender equity, women's empowerment, and/or workforce and economic development.
2. Prior experience working with New York City or other similarly sized urban city's agencies, offices, or community-based organizations.
3. Demonstrated ability to apply both quantitative and qualitative research methods to inform strategic planning.
4. Experience developing evaluation and performance metrics frameworks to monitor impact and outcomes.
5. A track record of delivering projects of a similar scope and complexity within a six-month timeframe.
6. Strong written and verbal communication skills, including the ability to present findings and recommendations to executive leadership and diverse audiences.

SECTION III – SCOPE OF SERVICES

A. WDC's Goals and Objectives for this RFP

The WDC's goal for this RFP is to award a contract to an appropriately qualified Contractor to develop a comprehensive strategic plan for NYC Her Future to enhance its policies, policy agenda, and programming. Additionally, the WDC intends that the resulting contract award will ultimately accomplish the following goals and objectives:

1. Evaluate Existing Policies, Programs, and Future Plans: Assess the effectiveness and impact of current initiatives.
2. Identify Gaps and Opportunities: Highlight areas for improvement and new focus areas.
3. Develop Strategic Recommendations: Create actionable strategies to enhance and expand policies and programming.
4. Facilitate Stakeholder Engagement: Ensure that diverse voices are included in the planning process.
5. Draft a Comprehensive Strategic Plan: Deliver a detailed document with recommendations, timelines, and performance metrics.

B. WDC's Assumptions Regarding Contractor's Approach

The following are the WDC's assumptions regarding the Contractor's approach that will most likely achieve this RFP's goals and objectives. The Contractor is expected to:

1. Conduct a comprehensive review and assessment of NYC Her Future's current policies, programs, and operations, identifying strengths, weaknesses, gaps, and opportunities.
2. Engage a diverse set of stakeholders to ensure the strategic plan reflects broad input and lived experiences.
3. Facilitate structured strategic planning sessions with NYC Her Future leadership to establish consensus on mission alignment, goals, and priorities.
4. Develop clear and actionable strategic goals, supported by implementation strategies, timelines, and defined roles and responsibilities.
5. Provide recommendations for policy, program, and partnership enhancements that advance gender equity and economic empowerment for women in New York City.
6. Draft a comprehensive written strategic plan, including an executive summary, situational analysis, goals and objectives, implementation framework, communications and engagement plan, and performance metrics.
7. Present interim findings and a final plan to NYC Her Future leadership and stakeholders, incorporating feedback into the final deliverable.
8. Support early-stage implementation by preparing tools such as action plans, monitoring frameworks, and reporting templates to ensure sustainability of the plan.

Note: *The WDC's assumptions regarding the Contractor's approach represents what the WDC believes will most likely achieve its goals and objectives. However, proposers are encouraged to propose an approach that they believe will most likely achieve the WDC's goals and objectives. Proposers may also propose more than one approach. However, if an alternative approach affects other areas of the proposal such as experience, organizational capacity, or price, that alternative approach should be submitted as a complete and separate proposal providing all the information in Section IV of this RFP.*

C. Quantitative and Qualitative Goals

The selected Contractor would be expected to meet the following quantitative and qualitative Program goals:

1. Conduct at least 10–12 stakeholder engagement activities (e.g., interviews, focus groups, surveys, workshops) to ensure input from a representative cross-section of stakeholders, including staff, program participants, and community partners.
2. Produce recommendations that are actionable, evidence-based, and aligned with NYC Her Future's mission to advance gender equity and women's economic empowerment.
3. Facilitate a transparent and inclusive planning process that builds stakeholder trust and positions NYC Her Future as a collaborative leader in this space.
4. Deliver a plan that is practical, measurable, and adaptable, providing NYC Her Future with tools to monitor progress and adjust strategies over time.

D. Contractor Responsibilities

The selected Contractor is expected to be responsible for the following services, activities, and deliverables during the contract term:

1. Project Kick-Off Meeting
 - a. Conduct an initial meeting with NYC Her Future stakeholders to understand the organizational goals, mission, and current programming.
 - b. Develop a detailed project plan, including key milestones, deliverables, and timelines.
 - c. Establish a project management structure and communication plan.
2. Assessment and Analysis
 - a. Review and analyze existing policies and programs, including their effectiveness, strengths, and weaknesses.
 - b. Conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) to evaluate internal and external factors impacting NYC Her Future.
 - c. Gather data through document reviews, interviews, surveys, and focus groups with stakeholders, including staff, beneficiaries, and community partners.
3. Stakeholder Engagement
 - a. Identify and map key stakeholders, including women's advocacy groups, community organizations, and other relevant entities.
 - b. Facilitate focus groups, workshops, and interviews to gather input and feedback from diverse stakeholders.
 - c. Synthesize stakeholder feedback and integrate it into the strategic planning process.
4. Strategic Planning
 - a. Develop strategic goals and objectives that align with NYC Her Future's mission and address identified gaps and opportunities.
 - b. Propose policy and programmatic recommendations to enhance impact and effectiveness.
 - c. Outline implementation strategies, including timelines, resource requirements, and responsible parties.
5. Drafting the Strategic Plan
 - a. Prepare a comprehensive strategic plan document that includes:
 - i. Executive Summary
 - ii. Overview of Current State
 - iii. Strategic Goals and Objectives
 - iv. Policy and Program Recommendations
 - v. Communications and Partnership Engagement Plan
 - vi. Implementation Plan with Timelines and Milestones
 - vii. Evaluation and Performance Metrics
 - b. Incorporate feedback from NYC Her Future's leadership into the final draft.
6. Final Presentation and Reporting
 - a. Present the strategic plan to NYC Her Future's leadership and key stakeholders.
 - b. Provide a detailed report and recommendations for further action.
 - c. Offer support for the initial implementation phase, including developing an action plan and monitoring progress.
7. Project Close-Out by May 22, 2026
 - a. Conduct a final project review meeting with NYC Her Future's team to evaluate the process and outcomes.

- b. Deliver all project documentation, including the final strategic plan, meeting notes, and any other relevant materials.
- c. Provide recommendations for ongoing evaluation and refinement of the strategic plan.

E. Work Product License

Any and all materials created under any contract that is entered into as a result of this RFP (the “Work Product”) are the exclusive property of WDC. WDC may use any Work Product prepared by the Contractors in such manner, for such purposes, and as often as WDC may deem advisable, in whole, in part or in modified form, in all formats now known or hereafter to become known, without further employment of or additional compensation to the Contractors. The Contractors shall not use, transmit, display, publish or otherwise license such Work Product without WDC’s prior written consent. The Work Product shall be considered “work-made-for-hire” within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. § 101, and WDC is the copyright owner thereof and of all aspects, elements and components thereof in which copyright protection might subsist. To the extent that the Work Product does not qualify as a “work-made-for-hire,” the Contractor hereby irrevocably transfers, assigns and conveys exclusive copyright ownership in and to the Work Product to WDC, free and clear of any liens, claims or other encumbrances. The Contractors shall retain no copyright or other intellectual property interest in the Work Product.

Note: This section of the solicitation **DOES NOT** include any materials created by the selected Contractor **prior to** entering into the agreement with WDC. Note, however, that the selected Contractor will be **required** to provide WDC an irrevocable, world-wide, royalty-free, non-exclusive, sub-licensable, license to reproduce, translate, publish, use, make derivative works, distribute and dispose of, for governmental purposes, any pre-existing reports, documents, data, photographs, deliverables, and/or other pre-existing materials delivered under any contract that is entered into as a result of this RFP.

SECTION IV – FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below. All proposals should be written using Times New Roman font style and a 12-point font size whether submitted electronically or by hard copy. WDC encourages proposers to submit proposals electronically. Proposals submitted in hard copy should be printed on both sides of portrait 8 ½” by 11” paper.

If submitted electronically, the proposal should be submitted in either PDF or Word format and attached to a single email (further delivery details below).

The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

A. Proposal Format

1. Proposal Cover Sheet ([Attachment A](#))

The Proposal Cover Sheet ([Attachment A](#)) transmits the proposer’s Proposal Package to WDC. It should be completed, signed and dated by an authorized representative of the proposer. If the proposal is being submitted by a joint venture, include a Proposal Cover Sheet for each entity that is a party to the joint venture.

2. **Program Proposal** – (Attachment B)

The Program Proposal is a clear, concise narrative that addresses in detail how the proposer will provide the work described in Section III – Scope of Services of this RFP and demonstrate that the proposer proposed approach will fulfill the WDC’s goals and objectives.

The Program Proposal description submitted by each proposer shall **not exceed four (4) pages** in length. Specifically, proposals should address the following:

- i. Understanding of NYC Her Future’s Mission and Context
 - a. Describe the proposer’s understanding of NYC Her Future, its newly established role within the Mayor’s Office of Equity & Racial Justice, and the importance of developing its first strategic plan.
- ii. Approach to Strategic Planning
 - a. Provide a description of the methodology the proposer will use to evaluate current policies and programs, conduct a SWOT analysis, and develop recommendations.
- iii. Stakeholder Engagement Strategy
 - a. Explain how the proposer will design and implement a process to engage a diverse set of stakeholders, including staff, community partners, advocates, and program participants, and how input will be incorporated into the final plan.
- iv. Implementation and Accountability
 - a. Describe how the proposer will ensure the resulting strategic plan includes actionable goals, timelines, resource requirements, and performance metrics.
- v. Deliverables
 - a. Provide a clear plan for delivering interim reports, draft documents, and the final strategic plan, including an outline of proposed content areas.
- vi. Risk Management
 - a. Describe potential risks or challenges to completing the work within the 6-month timeframe and the proposer’s strategies for mitigation.
- vii. In addition:
 - a. Attach a proposed work plan and timeline, including key milestones, deliverables, and anticipated dates for stakeholder engagement, interim deliverables, and final plan submission.

3. **Experience and Organizational Capability** (Attachment C)

- i. Demonstrate the proposer’s organizational, technical, managerial and financial capacity to provide the work described in Section III – Scope of Services. Specifically, address the following:
 - a. **Overview:** Short (1-2 paragraph) overview describing why the proposer is qualified to carry out the strategic planning and stakeholder engagement services requested in this RFP. This overview should highlight the firm’s mission, core expertise, and experience working with nonprofit and/or government agencies on strategic planning initiatives of comparable scope and complexity. The proposer should emphasize demonstrated success in delivering actionable plans that align with organizational goals and lead to measurable outcomes.

- b. **Experience and outcomes:** Information about the relevant experience that makes proposer qualified to carry out the strategic planning and stakeholder engagement services.
- c. **Organizational Capacity:** Demonstrate proposer’s organizational, technical, managerial and financial capacity to provide the work described in Section III. Specifically, proposals should address the following:
 - A. Staffing: Identify the project lead and key staff members, outlining their qualifications, roles, and responsibilities in carrying out the scope of work. Include resumes or bios highlighting relevant expertise in facilitation, policy analysis, stakeholder engagement, and strategic planning.
 - B. Project Management: Describe the systems, tools, and processes in place to manage timelines, deliverables, and communications with multiple stakeholders.
 - C. Technical Capacity: Detail the proposer’s approach to qualitative and quantitative data collection and analysis (e.g., surveys, focus groups, SWOT analysis) and how findings will inform the strategic plan.
 - D. Financial Capacity: Demonstrate organizational stability by including the most recent audit report or certified financial statement. If not available, provide an explanation and alternative documentation.
- ii. In addition:
 - a. Attach resumes for all key staff assigned to the project, highlighting relevant experience in strategic planning, facilitation, and gender equity initiatives.
 - b. If additional staff will be hired, include a description of the job qualifications for each proposed position.
 - c. Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer’s organization.
 - d. Attach a copy of the proposer’s latest audit report or certified financial statement, or a statement as to why no report or statement is available.
 - e. Attach proof that the business has been in operation for at least five (5) years.

***Note:** Proposers should complete the annexed Attachment C to respond to the areas identified above relating to “Experience” and “Organizational Capability.” Proposers should attach additional sheets, as applicable, to submit their responses to the WDC if there is insufficient space or if a particular area does not appear on Attachment C.*

4. **Price Proposal (Attachment D)**

- i. For the purposes of comparison, Proposers are required to complete and submit the Price Proposal Attachment (Attachment D). However, proposers are also encouraged to propose innovative payment structures. WDC reserves the right to select any payment structure that is in WDC’s best interest.

***Note:** The Contractor(s) must be able to begin immediately upon receipt of a written notice to proceed from WDC.*

B. Proposal Package Contents (“Checklist”)

1. The Proposal Package should contain the following materials. Proposers should utilize this section as a “Checklist” to assure completeness prior to submitting their proposal to WDC.
 - i. **ELECTRONIC SUBMISSIONS ONLY:**
 - a. One PDF or Word document labeled “Program Proposal [*Proposer Organization Name*]”
 - A. **Proposal Cover Sheet** ([Attachment A](#))
 - B. **Program Proposal** ([Attachment B](#))
 - C. **Experience and Organizational Capacity** ([Attachment C](#))
 - D. **Acknowledgment of Addenda Form** ([Attachment E](#))
 - b. A separate PDF or Word Document labeled “Price Proposal [*Proposer Organization Name*]”
 - A. **Price Proposal Form** ([Attachment D](#))
 - c. One email with previous file attached, which includes:
 - A. A subject line with the following format: Title of RFP
 - B. A message in the body of the email noting the Proposer’s name and address, the Title, and PIN of this RFP and the name and telephone number of the Proposer’s Contact Person.
 - C. WDCcontracting@sbs.nyc.gov in the recipient (“To”) field, in the “cc” field, NYC Her Future proposal: [*insert organization name*] in the subject line.

SECTION V – PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

- A. Evaluation Procedures.** All proposals accepted by WDC will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by WDC to be non-responsive will be rejected. WDC’s Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. WDC reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as WDC deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, WDC reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer’s initial proposal should contain its best programmatic and price terms.
- B. Evaluation Criteria. Selection will be made to the proposer with the highest overall score. The criteria for evaluation and weight assigned are set forth below.** All proposals accepted by WDC will be reviewed, evaluated and rated based on the Evaluation Criteria prescribed below. WDC reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as WDC deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, WDC reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer’s initial proposal should contain its best programmatic and price terms.
- a. Demonstrated quantity and quality of successful relevant experience: 35%
 - b. Demonstrated level of organizational capability: 30%
 - c. Quality of proposed approach: 35%

- C. Basis for Contract Award.** A contract will be awarded to the responsible proposer(s) whose proposal is determined to be the most advantageous to WDC, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Contract award shall be subject to the timely completion of contract negotiations between WDC and the selected proposer(s). WDC shall rank proposers by technical merit, and the price proposal of ONLY the highest technically ranked firms will be opened and reviewed by WDC to determine whether such price proposal(s) is responsive. WDC may request best and final offers (BAFOs) and will then consider price by negotiating a fair and reasonable price with the highest technically ranked proposer(s). In the event that such a fee is not successfully negotiated, WDC may conclude such negotiations, and enter into negotiations with the next highest technically ranked proposer, as necessary.
- D. Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by WDC. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by WDC.
- E. RFP Postponement/Cancellation.** WDC reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.
- F. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.
- G. Applicable Laws.** This Request for Proposals and the resulting contract award, if any, unless otherwise stated, are subject to all applicable provisions of the federal Workforce Innovation Opportunity Act (29 U.S.C. 3101 et seq.), New York State Law, the New York City Charter and Administrative Code, the Rules of the City of New York. In addition, contract award is subject to applicable provisions of federal, state and local laws and executive orders, including those requiring affirmative action and equal employment opportunity.
- H. General Contract Provisions.** Contracts shall be subject to WDC's general contract provisions, in substantially the form that they appear in the attached "Appendix A—Standard Terms and Conditions Public Funds" or, if WDC utilizes other than the formal Appendix A, in substantially the form that they appear in WDC's general contract provisions. Copies of the applicable documents are available through the Authorized WDC Contact Person or on WDC's [website](#).
- I. Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to WDC prior to contract award. This shall not limit the discretion of WDC to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

SECTION VI – ATTACHMENTS

Attachment A – Proposal Cover Sheet

Attachment B – Program Proposal

Attachment C – Experience and Organizational Capability Form

Attachment D – Price Proposal Form

Attachment E – Acknowledgment of Addenda

Appendix A – Standard Terms and Conditions

ATTACHMENT A
PROPOSAL COVER SHEET

**RFP TITLE: NYC HER FUTURE
STRATEGIC PLAN DEVELOPMENT**

PIN: 2026WDC0005

Proposer:

Name: _____

Address:

Tax Identification #: _____

Years in Operation: _____

Proposer's Contact Person:

Name: _____

Title: _____

Telephone #: _____

Email Address: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT B

PROGRAM PROPOSAL (PROPOSED APPROACH)

The Program Proposal is a clear, concise narrative. Refer to Section IV (Program Proposal) for guidance about what should be included in this section.

Describe in detail how the proposer will provide the work described in Section III of this RFP and demonstrate that the proposer's proposed approach will fulfill the WDC's goals and objectives.

The "Proposed Approach" description submitted by each proposer should **not exceed four (4) pages.**

ATTACHMENT C

EXPERIENCE AND ORGANIZATIONAL CAPABILITY PROPOSER RESPONSE FORM

1. **Overview:** Short (1-2 paragraph) overview describing why the proposer is qualified to carry out the strategic planning and stakeholder engagement services requested in this RFP. This overview should highlight the firm's mission, core expertise, and experience working with nonprofit and/or government agencies on strategic planning initiatives of comparable scope and complexity. The proposer should emphasize demonstrated success in delivering actionable plans that align with organizational goals and lead to measurable outcomes.
2. **Experience and outcomes:** Information about the relevant experience that makes proposer qualified to carry out the strategic planning and stakeholder engagement services.
3. **Organizational Capacity:** Demonstrate proposer's organizational, technical, managerial and financial capacity to provide the work described in Section III. Specifically, proposals should address the following:
 - A. **Staffing:** Identify the project lead and key staff members, outlining their qualifications, roles, and responsibilities in carrying out the scope of work. Include resumes or bios highlighting relevant expertise in facilitation, policy analysis, stakeholder engagement, and strategic planning.
 - B. **Project Management:** Describe the systems, tools, and processes in place to manage timelines, deliverables, and communications with multiple stakeholders.
 - C. **Technical Capacity:** Detail the proposer's approach to qualitative and quantitative data collection and analysis (e.g., surveys, focus groups, SWOT analysis) and how findings will inform the strategic plan.
 - D. **Financial Capacity:** Demonstrate organizational stability by including the most recent audit report or certified financial statement. If not available, provide an explanation and alternative documentation.

In addition:

1. Attach resumes for all key staff assigned to the project, highlighting relevant experience in strategic planning, facilitation, and gender equity initiatives.
2. If additional staff will be hired, include a description of the job qualifications for each proposed position.
3. Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer's organization.
2. Attach a copy of the proposer's latest audit report or certified financial statement, or a statement as to why no report or statement is available.
3. Attach proof that the business has been in operation for at least five (5) years.

ATTACHMENT D

PRICE PROPOSAL FORM

Total Price: \$ 100,000

Total Price in Words: One hundred thousand dollars

Deliverable	Cost (\$)
Project Kick-Off Meeting	
Assessment and Analysis	
Stakeholder Engagement	
Strategic Plan	
Final Presentation	
Project Close-Out	
Total Contract Amount: <u>\$ 100,000</u>	

Printed Name of Proposer
Signature of Proposer

Please Note: In case of discrepancies between the price in words and the price in figures, the price in words will be considered the price. Proposers can provide either an annual or multi-year budget proposal but will need to clearly identify the time period(s) that is included in the budget. WDC will prefer to see an annual budget. The WDC will accept proposals that include indirect or overhead costs. The maximum allowable for indirect or overhead costs is 10% of the program budget.

ATTACHMENT E

ACKNOWLEDGMENT OF ADDENDA

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III. All proposers must complete and include this page as part of their proposal package.

Part I. Acknowledgment of Receipt of Addenda

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum #1, Dated _____, 2025

Addendum #2, Dated _____, 2025

Addendum #3, Dated _____, 2025

Addendum #4, Dated _____, 2025

Addendum #5, Dated _____, 2025

Part II. Acknowledgment of No Receipt of Addenda

_____ No Addendum was received in connection with this RFP

Part III. Proposer's Name and Authorized Representative

Proposer's Name: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

APPENDIX A