

# STRATEGIC PLANNING REQUEST FOR PROPOSAL

## DESCRIPTION

The Arts Council of Wichita, Kansas, seeks proposals from qualified consultants, consultant teams, or firms to lead an organization-wide strategic planning process, including refinement of the mission and vision statements, resulting in a new three-year strategic plan for the term of 2023-2026.

## TIMELINE

A digital copy of the proposal must be submitted to the email address: [artscouncilwichita@gmail.com](mailto:artscouncilwichita@gmail.com).

**All proposals must be received by 5:00 PM CST on November 25, 2022.** The Arts Council reserves the right to reject any or all proposals in part or whole.

- Request for Proposals announced – November 6, 2022
- Final Proposal due date – November 25, 2022, at 5:00 PM CST
- Contract award (anticipated) – No later than January 1, 2023
- Contract start date - to be determined with input from The Arts Council Board and winning organization

## BACKGROUND ON THE ARTS COUNCIL

The Arts Council is a 501(c)(3) nonprofit that works to strengthen art venues and promote cultural arts within the community. In 1966, the Arts Council was formed, called initially The Wichita Fine Arts Council, to support the arts and make them more accessible to Wichita citizens. Today the Arts Council is operated by a 19-member Board of Directors with 18 seats currently filled. The Arts Council also has strong relationships with the City of Wichita and Sedgwick County.

**Mission Statement:** To advance and promote arts and culture in the Wichita community through advocacy, education, and outreach.

### **The Arts Council currently operates with these goals in mind:**

- Encourage the acquisition, appreciation, and access to the diverse fine arts in our region.
- Continue advocacy efforts for the arts and demonstrate leadership in developing public policy for the arts.
- Educate and inform the community about the arts, including the business of the arts.

## PROJECT BACKGROUND

With its last strategic planning effort curtailed by the pandemic in March 2020, the Arts Council stands at a crossroads between strategies implemented in the past and

the endless possibilities of the future. To strategically align services that deliver greater impact for the Wichita community, The Arts Council seeks assistance in creating a 3-year strategic plan that will affirm its purpose, audience and goals as well as refine its organizational structure to achieve these goals.

## **PROJECT DESCRIPTION AND SCOPE OF WORK**

Standards for strategic planning include:

- Assessment of the existing organizational structure and other relevant studies and data resources
- Designing surveys to gather both member ideas and community input for future services, offerings and events.
- Gathering and synthesizing data and preparing a report addressing the survey(s) to be presented to The Arts Council
- Setting goals and measurable objectives and proposing strategies to meet community needs for the next three years
- Leading a facilitation exercise or retreat for the Board to galvanize support and direction, date to be determined
- Drafting the final strategic plan for approval by The Arts Council, date to be determined
- Identifying attainable, measurable goals, objectives, and timelines with consideration to how the plan will be implemented, communicated, and evaluated

## **SELECTION CONSIDERATION**

The proposals will be reviewed and evaluated with notification of award no later than January 1, 2023.

Criteria for selection as a finalist will be based on the following:

- Qualifications and experience of the project team
- Demonstrated understanding of the scope of work and suggested approach to the project
- Proposed schedule for completion
- Budget not to exceed \$10,000
- Capacity to perform work within schedule and budget
- Billing rates are to remain in effect for the duration of the project
- Any additional terms or conditions to which the parties may agree

In-person or virtual meetings or conference calls may be requested of proposing vendors during the evaluation period.

Be advised that these are minimum requirements, and the Board is receptive to innovative ideas and value-added concepts, which will be considered and evaluated as part of the selection process.

The Arts Council may, at its discretion, request one or more consultants to participate in a conference call or attend a meeting, make a brief presentation, and answer questions.

### **SUBMISSION OF PROPOSAL REQUIREMENTS**

- Proposal.** State the project's interest, outline the strategic planning approach and highlight relevant experience. Include a brief statement of the consultant/firm's philosophy toward strategic planning and the firm's approach to engaging the community.
- Statement of Qualifications and description of past projects.** Include strategic planning experience with budget sizes of past projects. Include a link to a website or portfolio showcasing examples of work or client references.
- Cost Proposal and Timeline.** Include a timeline and cost proposal for developing the strategic plan, including, at a minimum, the elements described above. The Arts Council is seeking quotes that are creative and will provide the best overall services for the cost of the contract. As a small non-profit 501(c)(3) organization, the fee must always be a consideration, however, it is not the sole consideration.

### **TERMS AND CONDITIONS**

The Arts Council may use any concepts, ideas, or data developed or procured during the project for any reason or purpose, including but not limited to developing future strategic plans. The Board reserves the right to request additional information or clarification from a submitting vendor regarding the proposal's specifics, negotiate a modification, reject any and all proposals, and waive informalities or irregularities in a proposal at the sole and exclusive discretion of The Board.

**For information on the project or the RFP, contact:  
artscouncilwichita@gmail.com**