

December 30, 2024

Prospective Strategic Planning Partners,

The Food Bank of South Jersey (FBSJ) is seeking proposals (Pro Bono) for Strategic Planning Services. **We will provide our Community Service Assessment and data from Feeding America to minimize the volunteer time on the development of our Strategic Plan.** The Food Bank of South Jersey is in the final year of its current strategic plan and is looking to complete a Real-Time strategy in 2025.

Below find the specifications for the improvements necessary to bid on this project.

SELECTION TIMELINE:

- December 30, 2024 RFP announcement and dissemination
- January 23, 2025 Deadline to submit any RFP questions via email
- January 31 Issue written responses to RFP questions
- **Feb 10** **Deadline to submit proposals**
- March 3, 4 Proposal Presentations (Virtual)
- March 7 Contract Awarded
- **Plan complete by August 2025.**

POINT OF CONTACT

Proposal questions regarding the project scope and all other inquiries about this RFP should be directed to Fred Wasiak via email at fwasiak@foodbanksj.org. **The email subject line should read: (Insert Company Name) Strategic Planning Question.** *Please copy Kelly Rivera: krivera@foodbanksj.org on ALL email correspondence regarding this RFP.*

Proposals should be received no later than Monday, February 10, by 4:30 p.m. EST. All proposals should be emailed (fwasiak@foodbanksj.org), mailed or hand delivered to the Front Desk at Food Bank of South Jersey - 1501 John Tipton Boulevard, Pennsauken, NJ 08110.

Prospective vendors (who are selected to move to the next stage) are expected to present their proposals, virtually, on either March 3rd or March 4th. Note that all dates and information contained within this RFP are subject to change at the discretion of FBSJ. Notice of any changes will be provided to all offerors.

I hope that you will take the opportunity to participate in this call for proposals. If you have any questions regarding the proposal process, please send your questions via email to fwasiak@foodbanksj.org.

FOOD BANK OF SOUTH JERSEY STRATEGIC PLAN

The Food Bank of South Jersey seeks strategic planning services to refresh (an existing plan of 2020, using La Piana Consulting's Real-Time Strategic Planning as described in The Nonprofit Strategy Revolution) and assist in developing the FBSJ future organizational strategy.

The Food Bank of South Jersey is a nonprofit organization serving over 170,000 people monthly through over 300 partner agencies in four South New Jersey counties (Burlington, Camden, Gloucester, and Salem). The Food Bank of South Jersey exists to provide an immediate solution to the urgent problem of

hunger by providing food to people in need, teaching them to eat nutritiously, and helping them to find sustainable ways to improve their lives.

The Food Bank of South Jersey's approach to the Strategic Plan is to ensure that the document effectively captures the needs of the communities that the Food Bank of South Jersey serves and provides a concise, measurable, and flexible roadmap that guides day-to-day decision-making. The final product should be specific enough for the Board and staff to regularly measure progress but should not be so detailed as to prescribe implementation measures. The plan needs to have strategy filters for real-time opportunities.

The plan will provide general direction while the staff will develop annual operational plans to achieve the goals or adjust as necessary. Essentially, the document needs to be as brief as possible to ensure that it is a living document that is reviewed regularly by the Board and staff.

The Food Bank of South Jersey is in the process of assessing community needs using a variety of data collection methodologies that will be useful in informing stakeholders in the strategic planning process. Due to the availability of this data, the data collection element of the planning process should be limited than a process starting from scratch.

I. The following is a proposed general scope of services to be provided by the Strategic Planning Consultant:

- Analyze current community needs data provided from the FBSJ.
- Schedule and conduct/facilitate meetings with key stakeholder groups. These groups should be geographically, racially, and ethnically diverse and represent people impacted by different programs/strategies of the Food Bank of South Jersey. Some examples include:
 - Food Bank of South Jersey Board of Trustees.
 - Food Bank of South Jersey nonprofit partners.
 - Government funders (Federal, State, Local).
 - Food Bank of South Jersey staff.
 - Institutional donors.
 - Individual donors.
 - Elected officials.
 - Local businesses.
- Survey key stakeholder groups. These might include representatives from all the above-listed groups.
- Facilitate Strategic Planning Committee/Stakeholder strategy sessions.
- Initial drafting of agency goals and objectives for Board, staff & stakeholder review.
- Draft the full plan for stakeholder feedback.
- Publish final draft for Board approval.

II. Please address the following items in your proposal:

1. Your experience in Strategic Planning for similarly sized nonprofit organizations.
2. A description of your Strategic Planning process.
3. A proposed timeline with a description of deliverables.
4. Your experience with ensuring inclusivity of marginalized populations in the strategic planning process.
5. Your experience (if any) in working with service organizations.

6. Any work you have done with organizations on Diversity, Equity, Inclusion, and Belonging.
7. A list of three (or more) former clients to serve as references.
8. A brief description of what you believe differentiates you from other potential strategic planners.

III. Budget & Fees

Pro Bono

- Our target date for the notification of approval is January 30, 2024.

Thank you in advance for your time and consideration.

Sincerely,

Fred C. Wasiak
President and CEO
Food Bank of South Jersey