

Request for Quotes RFQ 19-1122 for Strategic Planning Services

CareerSource Pinellas is the region's Workforce Board (Pinellas County, FL—Region 14). We support the region's economic development and deliver workforce solutions designed to meet the needs of businesses and job seekers. Driven by industry demand and supported by strategic partnerships, we provide comprehensive workforce development services.

CareerSource Pinellas (CSPIN) is in the process of developing a comprehensive strategic plan that will help sustain growth and provide direction for the organization over the next four years. The project will include a robust process that results in a plan which provides fresh strategies for the organization, so that our organization can be nimble and responsive in a dynamic, changing environment. The process should be an inclusive one, engaging key community stakeholders, board members, and staff. The process results should culminate in a strategic plan that staff, stakeholders, the Workforce Board, and the community can connect with and support.

The approach to strategic planning will be designed to include the following:

- Data to drive decision making.
- Time to allow for deliberation and reflection.
- Analysis and understanding of the State of Florida Department of Economic Opportunity (DEO) guidelines for deliverables.
- Information on best practices, community strategy-development processes, and proven success strategies.

The process should accomplish the following:

- Engage board members, staff, and stakeholders in a robust, collaborative process.
- Identify strategic priorities and draft a business roadmap that guides the organization over the next few years.
- Obtain buy-in, organization-wide, so that the agreed-upon plan is one that everyone is committed to and invested in, going forward.

The core activities should include the following:

- Working with leaders and staff to collect and analyze current data relevant to the community and to partner-organizations.
- Facilitating an initial Strategic Planning Committee meeting to provide an overview and to begin to identify strategic imperatives.
- Facilitating the Strategic Planning Committee for up to three additional meetings to complete the goals and strategies.

13805 58th Street North, Suite 2-140
Clearwater, FL, 33760
p: 727-524-4344 | f: 727-524-4350



- Conducting up to four focus-groups of 90 minutes each, that will engage customers, business partners, key stakeholders, and invited members of the board who are not on the planning committee.
- Writing a focus-group report.
- Drafting the strategic plan for review by the Committee based on the work of the Committee meetings.
- Presenting to the full board for approval.

The three deliverables are:

- The SWOT Analysis and a discussion framework for the Committee meetings.
- A focus group report.
- A strategy that is codified into a strategic plan and outcomes document.

Please provide a written proposal outlining the Strategic planning process, core activities and deliverables along with a schedule and budget. All activities must be concluded by the end of February 2020.

Please submit responses to Liz Doyle, Special Projects Coordinator at lidoyle@careersourcepinellas.com **no later than Wednesday, December 4, 2019.**

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