

Help Me Grow Strategic Planning Process Request for Quotations

First 5 Fresno County (F5FC), on behalf of the Fresno County Help Me Grow (HMG) Leadership Team, is seeking an independent consultant to support the planning and execution of a strategic planning process and the development of a three to five-year strategic plan for the county's HMG system. F5FC currently serves as a co-chair of the HMG Leadership Team and partner agency in the procurement process for strategic planning.

The consultant will work with the HMG Leadership Team to identify strategic priorities and clarify roles and responsibilities among HMG partners to guide the effective implementation of HMG in Fresno County.

The Help Me Grow Model

The HMG system promotes the development, learning and social-emotional health of all children ages 0-5. It is a comprehensive, coordinated system for early identification and referral and supports communities to ensure all children have access and are connected to developmental and behavioral services and resources. For more information visit the Help Me Grow National Center's website: <https://helpmegrownational.org/what-is-help-me-grow/>.

The HMG Leadership Team is made up of administrative level representatives of 14 key public and private agencies/departments with expertise in early childhood services in Fresno County. The purpose of the Leadership Team is to serve as the HMG system's decision-making body, exercising oversight and providing strategic direction for the systems and services affecting young children living in Fresno County.

Strategic Planning Goals and Vision

The consultant will work with the HMG Leadership Team and lead the planning and development of a multi-year strategic plan document to guide the implementation of HMG in Fresno County. **Table 1** provides a list of anticipated activities associated with this outcome, but the final project deliverables will be informed and agreed upon between the HMG Leadership Team and the selected consultant.

Table 1
Primary Activities
<p>Planning:</p> <ul style="list-style-type: none">a. Work with the HMG Leadership Team to develop an approach, key issues/questions and schedule for the strategic planning process.b. Gather relevant background literature, data and stakeholder input through interviews and focus groups to inform the strategic planning process<ul style="list-style-type: none">• Planning phase may include an environmental scan with the purpose of better understanding the environment in which HMG operates, including the service partners, existing and required resources, and community needs and assessments.

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Development:

- c. Convene a series of strategic planning meetings/interviews with the HMG Leadership Team and other key stakeholders, as applicable and as identified by the HMG Leadership Team. A one to two-day Leadership Team planning workshop is preferred over weekly or monthly convenings.

Finalization

- d. Develop and finalize a multi-year strategic plan document to guide HMG implementation in Fresno County. The plan should clearly identify: tangible/measurable goals, strategies, outcomes and recommendations for successful implementation of all four HMG core components as the foundation of an effective system of services and supports for Fresno County children and families.

Key Objectives

Objectives include, but are not limited to:

- a. Developing HMG strategic priorities, action items and timelines
- b. Identifying and prioritizing key systems issues in Fresno County and the role of HMG
- c. Clarifying roles and responsibilities of HMG stakeholders in HMG implementation
- d. Identifying current resources/services/systems relevant to HMG to ensure alignment with existing resources and partnerships

Timeline

Following the selection of a consultant, the strategic planning process is anticipated to begin August of 2017 with a final plan developed by December 2017.

Submission Process

F5FC invites consultant firms and individuals with experience and expertise in strategic plan development and facilitation with cross-sector collaborations to submit a quote including an overview list of proposed project activities and their associated timeline and budget. Detailed descriptions of each activity are not required. **Table 2** provides a sample format for submitting the required information, though any format may be used. Consultants with knowledge of HMG, early childhood issues and systems change work preferred.

The HMG strategic planning process is a collaboratively funded effort, and based on individual agency policies consultants may be asked to contract individually with funded partners for the total award amount which is not to exceed \$45,000.

Quotes must be submitted by e-mail to funding@first5fresno.org no later than **July 6, 2017** by **5:00 p.m.** Any questions regarding the Request for Quotations must be submitted via e-mail to funding@first5fresno.org with the subject line: "Question RFQ – HMG."

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Table 2			
Project Activity	Timeline	Budget	
<i>1. Example: In-person planning meeting with HMG Leadership Team to identify key questions for the strategic plan process</i>	<i>Beginning of September</i>	<i>\$0.00</i>	
2.			
3.			
		Total Project Budget:	