

Strategic Planning Consultant RFP Clarifications

1. Scope?

We expect this strategic planning process to be narrow in scope. We are not expecting a full SWOT or market analysis as we are considering this to be an update to our existing plan. In general our Executive Director is looking for a refreshing of our mission, vision and values statement and not a full on SWOT analysis.

The majority of our Board and many of our staff were not involved with BHP when our existing strategic plan was created. It is time to revisit our mission, vision and values to make sure we are all in alignment for the future.

2. Communication with Partners?

In addition to facilitated sessions with 1) The Board of Commissioners, 2) Leadership staff and other interested staff, and 3) Resident representatives, we do anticipate that the consultant would want to interview a few of our significant community partners which might include:

- City of Boulder Housing and Human Services Director
- Boulder County Housing and Human Services Director
- Director of Emergency Family Assistance Association (EFAA)
- Director of the Boulder Shelter for the Homeless
- Director of Bridge House
- Investment and development partners
- Others we might identify

3. Administrative Support?

BHP will provide all the administrative support for the project including a conference room for all sessions, scheduling, identification and coordination with stakeholders and administrative support for the consultant.

4. Will the consultant who helped with the previous plan be involved?

Our previous consultant was not local and focused more on a market study analysis of the affordable housing situation in Boulder. We do not anticipate needing that type of analysis with this update.

5. Final work product?

Per the RFP, we would like the consultant to produce and present a short (1-3 page) updated strategic plan for the Board and staff.

6. What is the budget?

For a process which we think should be quite narrow in scope, we have budgeted up to \$25,000.