



Virginia Chapter

November 16, 2016

Subject: Request for Proposal (RFP) No. FCAA-VA 2016

Reference: Strategic Planning Consultant

Deadline for Proposal Submission: December 8, 2016

Foster Care Alumni of America, Virginia Chapter (Chapter) hereby solicits your proposal in accordance with the attached Request for Proposal (RFP). This RFP is issued to support the attached Statement of Work (SOW) (Exhibit A).

PROPOSAL INSTRUCTIONS AND INFORMATION

Please be advised that issuance of this RFP does not commit the Chapter to award a contract. In addition, the Chapter assumes no responsibility or liability for any costs associated with your proposal in response to this RFP.

I. PROPOSAL COVER LETTER

The Chapter requires a Proposal Cover Letter. Your cover letter must contain all of the following:

- ✓ Dated on or before earliest available;
- ✓ State any exceptions taken to the terms and conditions of the SOW
- ✓ State a Proposal Validity Period of sixty (60) days.

II. TECHNICAL & MANAGEMENT

- ✓ Credentials and qualifications of key personnel
- ✓ A description of the applicant's general approach to strategic planning consultation, including methodology, perspective, or philosophy that guides your work with organizations in this undertaking
- ✓ A list of project deliverables to be created with a detailed timeline for each deliverable and overall project completion in accordance with SOW Exhibit A.

III. STATEMENT OF WORK

This RFP is issued to support the attached Statement of Work (SOW) (Exhibit A).

IV. PERIOD OF PERFORMANCE

It is anticipated that the effort set forth in this RFP will be performed on a Fixed Price (FP) basis. The performance period is anticipated to be **award date through February 28, 2017**.

V. METHOD OF SUBMISSION:

Applicants must submit one (1) original paper copy and one (1) electronic copy of the proposal to the following electronic addresses and physical address listed below. The proposal format shall be double-spaced, single-sided pages and does not exceed 15 pages.

FCAA.VA.President@gmail.com AND Va.chapter@fostercarealumni.org

and to:

FCAA Virginia Chapter
P.O. Box 186
Richmond, VA 23218

All proposals submitted will become the property of FCAA and FCAA-VA Chapter.

Any questions regarding this RFP should be directed to FCAA.VA.President@gmail.com.

Sincerely,

Patrick S. Plourde, Sr.

Patrick Plourde, Sr., M.A., M.Div.
FCAA-VA Chapter President

Enclosures:

1. Statement of Work (Exhibit A SOW)