



REQUEST FOR PROPOSALS

STRATEGIC PLANNING CONSULTANTS

February 27, 2024

ORGANIZATION BACKGROUND:

Public Law Center (PLC) is a 501(c)(3) tax-exempt nonprofit, pro bono law firm seeking to increase access to justice for low-income and vulnerable communities throughout Orange County, California through direct legal services, advice and counsel, advocacy, and impact litigation.

PLC is primarily funded by the State Bar of California, the State of California, and various federal and community grants.

NOTE REGARDING DIVERSITY, EQUITY, AND INCLUSION:

PLC is actively interested in diverse firms that align with our commitment to racial and other forms of diversity, equity, and inclusion. Organizations dedicated to promoting these values are highly valued and encouraged to submit a proposal. Various perspectives and experiences will enrich our strategic planning process and assist us in creating a more equitable future.

STRATEGIC PLANNING GOALS:

PLC is seeking to undergo its first formal strategic planning process in over 10 years. The goal is to create a specific and actionable plan that includes work related to:

- (1) Alignment around PLC's mission at the board and staff levels;
- (2) Analysis of PLC's delivery of county-wide civil legal services, including reviewing the priorities of each our substantive legal units;
- (3) Analysis of PLC's current board structure, governance practices, composition, and levels of engagement.

TIMELINE:

The anticipated timeline for work under this contract is approximately March of 2024 through January of 2025. The maximum contract price is \$60,000.00.

DETAILS OF PROPOSAL SUBMISSION:

Written proposals will be accepted until 5:00 PM (PST) on **Friday, 3/15/24**. Proposals should be submitted via email to PLC's Executive Director, Monica Eav Glicken (she/her; mglicken@publiclawcenter.org). Proposals will be reviewed by PLC staff and board members.

At its discretion, the program may schedule brief telephone or video interviews with potential contractors.

Proposals should be no longer than ten (10) pages and include the following:

- (1) Consultant/firm's name and contact information. You are invited to share any information that will allow us to communicate effectively with you, such as your pronouns;
- (2) A brief summary of the consultant/firm's strategic planning expertise. We are particularly eager to hear about any relevant expertise pertaining to the delivery of civil legal aid with an intersectional lens;
- (3) An overview of proposed services, including at least the following:
 - a) Design of an inclusive strategic planning process that will incorporate Board and staff input;
 - b) Guidance on and/or facilitation of gathering input from Board members, staff members, community partners, and other stakeholders;
 - c) Support for development of a highly achievable consensus-driven strategic plan against which the program can measure success over the next three years with specific goals, objectives, strategies, timeline, and required resources (i.e., financial and human) for implementation, incorporating necessary revisions, along with a presentation to PLC staff and Board of Directors;
 - d) Recommendations and implementation strategies for this plan, with goals prioritized by year and quarter, etc.; and
 - e) A draft budget totaling no more than \$60,000.00, including payment schedule based on milestones/deliverables.
- (4) Two to three professional references with contact information, including, if possible: at least one (1) for an organization that has begun implementing a strategic plan for which the consultant/firm provided strategic planning services and at least one (1) from an organization that has completed a year of work under a strategic plan for which the consultant/firm provided strategic planning services.

You are welcome to submit a resume and any samples of relevant work, which would not count toward the page limit.

Thank you!