

OVS Strategic Plan RFP

b) Required Skills & Competencies

- Project manager on multiple (3+) projects, including those aimed at the identification, development, and evolution of an organization's strategic plan.
- Experience (3+ years) in identifying and building organizational identity, strategic plans, or similar initiatives.
- Examples of successful initiatives which addressed the issues of diversity, equity, and inclusion.

3. Describe how you meet the desired skills and competencies as outlined in the RFP.

Desired Skills & Competencies

- Project Management Professional (PMP), Certified Associate in Project Management (CAPM), or PMI Agile Certified Practitioner (PMI-ACP).
- Knowledge of trauma-informed organizational practices.
- Experience working with victim services organizations.

4. Does your organization have experience developing strategic plans?

Yes

No

a) If yes, how many years of experience does the organization have?

b) If yes, how many strategic plans have you developed?

c) If yes, how many strategic plans that you developed have been for public entities?

OVS Strategic Plan RFP

- d) If no, have you developed similar programs?
 - (1) Please briefly describe these programs.

5. Provide a list of staff who will have access to any OVS-owned data. Please note that these staff may be required to sign a confidentiality agreement.

6. Provide a resume or work/education history for the Project Manager.

Project Management Plan

- 1) Project Management Plan: Describe the following:
 - a) The overall project management approach

b) Project management standards

c) Contractor team roles and responsibilities

d) Scope definition and control

OVS Strategic Plan RFP

e) Planning and scheduling

f) Cost controls (do not include cost estimates)

g) Quality assurance and validation

OVS Strategic Plan RFP

h) Communications

i) Risk management

2) Briefly describe how the contractor will collaborate with the OVS Project Manager who is responsible for ensuring the overall Project meets agency goals and timeline requirements.

Project Communication

- 3) How will project information and documentation be collected and stored?
- 4) What procedures will be followed to disseminate the project information?
- 5) How will information be accessed between regularly scheduled communications with your Project Management Team and OVS?
- 6) Once a strategic plan is finalized, how will you assist OVS in developing communication to internal and external stakeholders to share the relevant information?

Implementation Plan

Objectives

1. Provide a description of how each of the following will be achieved during this Project:
 - a. Evaluate the Mission Statement and recommend revisions or alternatives to it.

b) Identify the Values and Vision.

OVS Strategic Plan RFP

- c) Conduct an analysis of the organization that includes, but is not limited to:
 - i. evaluating the structure, culture, and reputation of OVS and its Units;
 - ii. a Strength, Weaknesses, Opportunities, and Threats (SWOT) analysis;
 - iii. evaluating the budget constraints and identifying caveats that will impact the implementation of the Strategic Plan; and
 - iv. evaluating the agency's relationship with external stakeholders, including the OVS Advisory Council, other State agencies, the Executive Chamber and the Legislature, Statewide coalitions, victim assistance providers, and victims of crime.

OVS Strategic Plan RFP

- d) Identify priorities and themes.
- e) Develop strategies, objectives, and dependencies.
- f) Create a map of initiatives that covers the 5 to 10 year lifespan of the plan.
- g) Develop performance measures and indicators that allow OVS to track progress and assess the overall performance of the Strategic Plan and Agency

OVS Strategic Plan RFP

Timeline

- 1) Provide a project timeline in the form of a Gantt chart.
- 2) What are dependencies, caveats, or risks associated with this timeline

- 3) How will you address the risks identified in the question above?

Strategic Plan

Elements of the Strategic Plan

1. Describe the elements of a well-rounded and comprehensive strategic plan. How are they linked together in a clear and comprehensive way?

OVS Strategic Plan RFP

2. How will you ensure that the strategic plan is victim-centered and trauma-informed?

3. What format will the Strategic Plan be in? How will it be structured?

4. Please describe any visuals or diagrams that may be provided.

5. How will OVS know which initiative to work on and in which order?

OVS Strategic Plan RFP

6. How will you ensure that the strategic plan is dynamic and able to remain relevant when changes may occur in the future after the project is completed?

Change Management

7. Please provide a brief description of a change management plan for the OVS Strategic Plan.

Analysis Process

8. What types of information do you gather to use as a basis for establishing a strategic plan?

OVS Strategic Plan RFP

9. Provide examples of analyses used in previous projects or Strategic Plans developed for other small organizations (~100 employees).

10. Describe how these analyses will be used to inform and develop the Strategic Plan.

11. Describe how you will engage with internal and external stakeholders.