



**STATE OF MARYLAND JUDICIARY**

**Administrative Office of the Courts**

**REQUEST FOR PROPOSALS (RFP)**

**Department of Juvenile and Family Services, Strategic Planning Facilitation**

**RFP# 10737**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) with The Department of Juvenile and Family Services requests bids for strategic planning, facilitation, and organizational development services.

**1. Scope of Work**

The contractor shall (1) meet with the Director of the Department of Juvenile and Family Services, the Assistant Administrator for the Programs Division, and the Senior Managers for the Policy & Law Unit and the Grants & Services Unit within the Department of Juvenile and Family Services, (2) interview all 15 staff members individually, (3) compile the interview results to identify recurring themes, (4) share the interview themes and collaborate with the leadership team to design and plan a one-day retreat, (5) serve as facilitator for the retreat that will include strategic planning activities, but also effective communication and active and reflective listening exercises to improve communication within the Department, (6) submit retreat notes, strategic action plans, and/or next steps based on the retreat outcomes, and (7) conduct a follow-up meeting at least three months after the initial retreat, to discuss how the strategic action plans are being implemented. All steps in this scope of work are to be completed no later than April 1, 2020.

**2. Contractor Minimum Requirements**

The consultant should have 7+ years of experience developing strategic plans, facilitating group discussions, and analyzing the organizational development of departments/agencies within the public or non-profit sectors. The consultants should also be:

- Skilled in small group processes;
- Non-directive;
- Committed to full discussion of the issues;
- Committed to full participation of all staff members;
- Task-oriented; and
- Able to keep the process moving forward.

The deliverables sought from the strategic planning process include:

1. A consensus from all staff on Department-level core values, shared vision, and stated mission, all in alignment with the Maryland Judiciary's mission, vision, and strategic goals.
  2. Improved communication within the Department;
  3. A thorough analysis of the Department's internal Strengths and Weaknesses, and external Opportunities and Threats (SWOT);
  4. The Department setting key short- and long-term goals that will be in line with the shared vision and stated mission of the Department and the Judiciary.
  5. Prepare a written outline for a Department Action Plan that includes: (1) specific objectives for accomplishing each goal; (2) objectively defined indicators of success, performance measures, and/or interim benchmarks to track progress on each objective; (3) assignment of each objective to Department Units and staff within each Unit; and (4) timeframes for achieving each objective.
- 3. A Pre-Proposal Conference will be held on **November 8 beginning at 10:30 a.m., at Maryland Judiciary, Administrative Office of the Courts, Department of Procurement, Contract and Grant Administration, 187 Harry S. Truman Parkway, Annapolis, MD 21401** Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.**
- 4. Contract Type**  
The resulting contract shall be for Fixed Price.
- 5. Contract Term**  
The Contract resulting from this Small Procurement (RFP) shall begin **at the execution of the purchase order**, and all steps in this scope of work are to be completed no later than April 1, 2020.
- 6. Procurement Officer**  
The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

**Alisha Allmond**  
Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration  
Telephone: 410-260-2557  
Email:

**7. Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

**8. Proposal Closing Date**

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2p.m. (local time) on November 22, 2019** in order to be considered.

**9. Award Determination**

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

## Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

**FOR SERVICES AS REQUIRED AND PROPOSED, \$ \_\_\_\_\_**

Submitted by \_\_\_\_\_  
Authorized Signature Date

Print Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone \_\_\_\_\_

Federal Tax Identification # \_\_\_\_\_