

Greater Wasilla Chamber of Commerce
Request For Proposal RFP 23-01

MAIL OR DELIVER PROPOSALS TO:

Greater Wasilla Chamber of Commerce
1155 E Depot Rd
Wasilla, AK 99654
jessica@wasillachamber.org

PROPOSALS MUST BE RECEIVED NO LATER THAN:
November 17th, 2023, 5:00 p.m.

SINGLE POINT CONTACT FOR RFP INQUIRIES:

Jessica Viera, CEO
E-mail: jessica@wasillachamber.org

All questions or comments should be in writing and may be submitted via mail, or e-mail. The person designated above shall be the only contact for any inquiries regarding any aspect of this RFP or its requirements.

The Greater Wasilla Chamber of Commerce invites you to submit a proposal to facilitate our upcoming strategic planning session, scheduled to take place during the third week in April 2024. We are seeking a qualified and experienced strategic planner to guide our organization through the process of defining and refining our strategic goals and objectives for the next three to five years.

BACKGROUND

The Greater Wasilla Chamber of Commerce is a dynamic and influential organization that represents the interests of businesses in the greater Wasilla area. We are committed to promoting economic growth, advocating for our members, and enhancing the overall business environment in our community.

As we look to the future, we recognize the importance of a well-defined and actionable strategic plan that will help us achieve our mission and vision. We are seeking the expertise of a strategic planner to facilitate this process, ensuring that our plan is innovative, achievable, and reflective of the changing needs of our members and community.

SCOPE OF WORK

The selected strategic planner will be responsible for the following tasks:

Pre-session Preparation:

- a. Review existing organizational documents and planning documents.
- b. Conduct interviews or surveys with key stakeholders, including Chamber leadership and members.
- c. Develop a detailed agenda and materials for the strategic planning session.

Strategic Planning Session:

- a. Facilitate a one to two-day strategic planning session during the third week in April 2024, accommodating approximately 10 participants.
- b. Guide discussions, exercises, and activities to identify key strategic priorities, goals, and action items.
- c. Ensure active participation and engagement from all attendees.

Post-session Deliverables:

- a. Prepare a comprehensive strategic plan document based on the outcomes of the planning session.
- b. Provide recommendations for implementing and monitoring the plan.
- c. Offer guidance on performance metrics and key performance indicators (KPIs).

SUBMISSION GUIDELINES

Interested individuals or firms are invited to submit their proposals, including the following information:

Proposal Transmittal & Submission Form.

Cover Letter: A brief introduction and overview of your qualifications and experience.

Proposal Narrative: A detailed description of your approach to strategic planning, including any tools or methodologies you plan to use.

Relevant Experience: Provide examples of previous strategic planning projects you have facilitated, including references. (Suggested, not required)

Proposed Budget: A breakdown of your fees and expenses for the project.

Timeline: A proposed timeline for the project, including suggested dates for pre-session preparation and the strategic planning session.

Contact Information: Your contact details, including email address and phone number.

TIMELINE

RFP Issued: September 26th, 2023

Proposal Submission Deadline: November 17th, 2023

Proposal Evaluation: November & December 2023

Vendor Selection: No later than January 17th, 2024

Notification of Award: No later than January 26th, 2024

PROPOSAL TRANSMITTAL & SUBMISSION

All proposals should be submitted to the Greater Wasilla Chamber of Commerce at 1155 E Depot Rd, Wasilla AK 99654, or electronically in PDF format to jessica@wasillachamber.org no later than 5 PM on November 17th, 2023. Please direct any questions or inquiries to Jessica Viera, CEO at jessica@wasillachamber.org or 907-376-1299.

The Greater Wasilla Chamber of Commerce reserves the right to accept or reject any proposal and to make the final selection based on our organization's best interests. We appreciate your interest in working with us and look forward to receiving your proposal.

**GREATER WASILLA CHAMBER OF COMMERCE
PROPOSAL TRANSMITTAL & SUBMISSION FORM
Request For Proposal RFP 23-01**

Proposal Checklist:

- Cover Letter
- Proposal Narrative
- Relevant Experience
- Proposed Budget
- Timeline
- Contact Information

Submission Date: _____

Submission Method: Email Mail In Person Other (Specify) _____

By signing below, the Offeror has made true and accurate representations, certifications, and statements regarding its status and its proposal.

Vendor Name: _____

I certify that I am a duly authorized representative of the firm listed above, that the information and materials enclosed with this proposal accurately represent the capabilities of the firm to provide the services indicated in compliance with the requirements of the solicitation. The Greater Wasilla Chamber of Commerce is hereby authorized to request from any individual any pertinent information deemed necessary to verify information regarding the capacity of the firm, for purposes of determining responsiveness of the proposal, or responsibility of the firm as a prospective Contractor.

Signature: _____

Printed Name: _____

Address: _____

Title: _____

Email: _____

Phone No: _____

Date: _____