



Request for Proposals (RFP) Strategic Planning Consultant for Ohio City Inc.

Submission Deadline: October 18, by 5:00 PM

About Ohio City Inc.

Ohio City Incorporated (OCI) is the community development corporation responsible for preserving, promoting and developing the Ohio City neighborhood. OCI serves the community by providing assistance to both neighborhood residents as well as businesses and institutions through the vehicles of advocacy and engagement, community building, marketing, special events, neighborhood planning and housing assistance. Furthermore, OCI is engaged in tenant attraction and retention. The work of OCI is aimed at making Ohio City a vibrant and livable community.

Mission

We lead the development of Ohio City by collaborating to address the needs of a diverse community of engaged people, driving new investments in and preserving the quality of a historic place, and promoting an inviting urban neighborhood for all.

Vision

Ohio City is Cleveland's most complete neighborhood, a destination for celebrating the urban experience and an ideal setting to make a home, raise a family, start a business, serve others and live a full life.

Our Focus

Ohio City Incorporated focuses its efforts on People, Place, Promotion, & Policy.

1. Project Background

Ohio City Inc. (OCI), a community development corporation located in Cleveland, Ohio, is seeking a qualified consultant to guide the development of a comprehensive strategic plan. OCI is at a pivotal moment, having not revisited its strategic plan since 2019. Leadership changes within the organization and the Board of Trustees, as well as the evolution of Ohio City itself, create an opportunity to align OCI's mission, vision, and goals with the current and future needs of the community. First established in 1975 as the Ohio City Redevelopment Association, OCI evolved over the course of multiple mergers and name changes that brought us to the Ohio City Inc. that exists today. In recent decades, OCI has since used its foundation of economic development to successfully strengthen Ohio City's market-rate and affordable housing stock, as



well as its commercial development, and now seeks to chart a path for continued service and growth.

The purpose of this RFP is to identify a consultant who can facilitate an inclusive and forward-looking strategic planning process that will position OCI as a vital resource for the community for years to come.

2. Statement of Need

OCI has recognized the need to undergo a new strategic planning process to ensure that its goals and operations align with the current needs of Ohio City. The previous strategic plan, developed in 2015, no longer fully reflects the organization's mission or the changing dynamics of the neighborhood. This project budget will support a thorough, stakeholder-driven process that will evaluate emerging opportunities, establish measurable goals, and improve operational efficiency.

The strategic planning process will benefit OCI staff, the Board of Trustees, and the broader community. A new strategic plan will provide clarity for internal stakeholders and ensure that OCI remains a relevant and effective advocate for residents and local businesses.

3. Scope of Work

The selected consultant will be responsible for leading and facilitating a comprehensive strategic planning process, including but not limited to:

- **Stakeholder Engagement:** Conduct community engagement sessions, focus groups, and surveys to gather input from residents, businesses, and community organizations.
- **Organizational Assessment:** Evaluate OCI's current administrative operations, governance structure, and operations, and community impact to identify strengths, weaknesses, and opportunities.
- **Strategic Planning Workshops:** Facilitate planning sessions with OCI's Interim Executive Director, staff, and Board of Trustees to define the organization's mission, vision, and strategic goals.
- **Plan Development:** Draft a strategic plan that includes specific, measurable goals and an implementation roadmap, including timelines, responsibilities, and resource allocation.
- **Implementation Readiness:** Provide training and support for OCI staff and board members to ensure they are equipped to implement the strategic plan.



4. Project Outcome and Deliverables

The success of the strategic planning process will be measured by:

1. **Stakeholder Engagement:** Completion of community sessions and surveys, with documented feedback incorporated into the plan.
 2. **Final Strategic Plan:** A comprehensive strategic plan approved by OCI's Board of Trustees within 6-8 weeks of project commencement.
 3. **Clear Objectives:** Actionable goals with performance indicators for all core programs and departments.
 4. **Implementation Roadmap:** A detailed plan outlining steps, timelines, and resource needs for executing the strategic plan.
 5. **Capacity Building:** Training provided for staff and board members on the strategic plan's implementation.
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5. Proposal Submission Requirements

Consultants responding to this RFP should submit a proposal that includes the following:

- **Consultant Profile:** Overview of your company, including qualifications and experience with similar projects.
 - **Approach:** Describe your methodology and approach to strategic planning, including stakeholder engagement and implementation support.
 - **Work Plan and Timeline:** Provide a detailed work plan that outlines the key tasks, milestones, and deliverables over the project period.
 - **Budget:** A detailed budget inclusive of all expenses.
 - **References:** Contact information for at least three (3) references from organizations for whom you have completed similar strategic planning projects.
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6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in strategic planning for nonprofit organizations, particularly community development corporations.
- Proposed methodology and approach to the project.



- Qualifications of the consultant(s) assigned to the project.
 - Ability to meet project deadlines and deliverables.
 - Cost-effectiveness and alignment with the proposed budget.
 - References and past performance.
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7. Submission Instructions

Proposals must be submitted by October 18, by 5:00 PM to Jane Platten, Interim Executive Director of Ohio City Inc. Electronic submissions are preferred. Please direct any questions regarding the RFP to Jane Platten at jplatten@ohiocity.org.

Ohio City Inc.
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