



REQUEST FOR PROPOSAL
for
2024 Strategic Planning Facilitation Services

BACKGROUND

Sunshine State One-Call of Florida, Inc. (d/b/a Sunshine 811) is a private, not-for-profit, corporation created by Florida Legislature in 1993. Its purpose is to educate excavators and homeowners on the requirement to call 811 before digging and provide a free system for excavators to notify owners of pending excavation near underground utilities. Potential bidders should visit www.sunshine811.com to become familiar with the organization.

PURPOSE OF THIS RFP

Sunshine 811 seeks the services of an experienced professional meeting facilitator and organization planning consultant to assist the Sunshine 811 Board of Directors and Staff in updating the corporation's three to five-year Strategic Plan Objectives and Performance Goals.

SUNSHINE 811 MEETING PARTICIPATION REQUIREMENTS

The consultant will participate in the following Sunshine 811 Committee and Board of Directors meetings:

Executive Committee Meeting from 10 AM to 12 noon on July 18, 2024 via WebEx to assist in planning the August 14, 2024 Strategic Planning Meeting agenda.

Board of Directors Strategic Planning in Meeting from 8 AM to 5 PM on August 14, 2024 in person at the Hutchinson Shores Resort & Spa at 3793 NE Ocean Blvd, Jensen Beach, Florida, 34957.

STRATEGIC PLANNING MEETING FACILITATION SERVICES & DELIVERABLES

The consultant will lead a one day Strategic Planning Meeting of approximately 30 Sunshine 811 Board and Staff members and facilitate group discussion and consensus to:

- Review the Sunshine 811 Mission and Vision Statements.
- Develop an analysis of the current situation including strengths, weaknesses, opportunities and threats; relevant future trends; and organizational capability.
- Review the status of Sunshine 811's current Strategic Long-Term Objectives and Performance Goals.

- Develop a prioritized list of new and updated Strategic Long-Term (3 to 5-year) Objectives and Performance Goals for the organization.
- Identify any potential obstacles to achievement of the Strategic Objectives and Performance Goals and possible actions to address and overcome those obstacles.

Within thirty days after the Sunshine 811 August 14, 2024 Strategic Planning Meeting, the consultant will provide a written report summarizing the results of the meeting to include the above deliverables.

RFP SCHEDULE

Sunshine 811 has developed the following schedule of key dates for this RFP which are subject to change at Sunshine 811's sole discretion.

Request For Proposal (RFP) issue date	March 27, 2024
Deadline for receipt of bidders' RFP questions.	April 10, 2024
Sunshine 811 answers to RFP questions to be posted to Sunshine website at Sunshine811.com by	April 17, 2024
Proposal due date	April 24, 2024
Executive Committee review of proposals	May 16, 2024
Notice of intend to award	May 23, 2024
Award of contract to successful bidder	June 6, 2024

PROPOSAL SUBMITTAL INSTRUCTIONS

All proposals must be submitted by email to: mark.sweet@sunshine811.com

Subject: 2024 Strategic Planning Facilitation Services Proposal

Format: Proposal document should be formatted in Microsoft Word or Adobe PDF.

Submittal Deadline: by 5 PM (EST) Wednesday April 24, 2024

Delay in delivery shall not be the responsibility of Sunshine 811.

PROPOSAL SPECIFICS

Proposals should provide straightforward, concise information that satisfies the requirements noted above. The following information should also be included in the proposal:

- All contact information for the consultant.
- Description of the consultant's educational credentials and professional experience.
- Line-item fee schedule to separately identify all travel costs and fee for professional services to be provided by the consultant and the proposed billing schedule and payment terms.
- Contact information for three (3) clients for whom the consultant has provided similar services.

Note: Sunshine 811 will make hotel room reservations and provide accommodations for the consultant for up to a 2-night stay on Tuesday August 13, 2024, and Wednesday August 14, 2024 at the Hutchinson Shores Resort & Spa at the contracted group rate plus taxes. The consultant will also be invited to participate in the Sunshine 811 group breakfast, luncheon and dinner on Wednesday August 14 and the group breakfast on Thursday August 15, therefore no additional meal expenses will be reimbursed or per diems provided for these meals.

SUNSHINE 811 RIGHTS

Sunshine 811's decision shall be final. Sunshine 811 reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or re-advertise the RFP. Sunshine 811 shall be the sole judge of the proposal and the resulting negotiated agreement that is in Sunshine 811's best interest. One copy of a submitted proposal will be retained for official files and becomes a public record.

The selected consultant shall be required to execute an agreement in form and content acceptable to Sunshine 811, indemnifying and holding harmless Sunshine 811, its board members, employees and agents.