

Lemay Housing Partnership, Inc.

PO Box 16356
Lemay, MO 63125
314-631-9905
info@lemayhousing.org



December 2011

REQUEST FOR PROPOSAL FOR DEVELOPMENT OF BUSINESS PLAN

Lemay Housing Partnership, Inc. (LHP) is a private, nonprofit corporation and a Community Housing Development Organization. Its mission is to promote an enhanced quality of life and economically, sustainable, healthy living environments in the Lemay area of South Saint Louis County through a variety of home improvement opportunities. In order to sustain its work toward this mission, LHP seeks to determine the availability, interest, and competitive pricing of prospective business consultants.

Background:

LHP was incorporated in 1998. Its fiscal year is January-December. Currently, there are 4.5 FTE staff members. Financial records are maintained as an accrual system. LHP uses Quickbooks software and payroll services.

The primary funder for LHP is Saint Louis County Port Authority which is staffed by the Saint Louis County Economic Council. In some cases, the Saint Louis County Office of Community Development is the official grant recipient and fiscal intermediary for LHP. LHP is the sub-recipient of the federal grant awards. The County draws funds, on behalf of and as requested by LHP. Other primary funders include Missouri Housing Trust Fund and Federal Home Loan Bank of Des Moines. These funders all require funds to be administered on a draw basis. Draws are requested quarterly.

LHP subcontracts with General Contractors for the purpose of providing professional home repair services.

Scope of Work: see attached

Questions should be directed to the Executive Director via Email at info@lemayhousing.org, and be received no later than 4:00 p.m.

Friday, December 30, 2011. Proposals should be submitted via email no later than 4 p.m. Monday, January 20, 2011.

Because to us, Lemay will always mean home.



The Business Plan

The Business Plan for Lemay Housing Partnership Inc. (LHP) will guide the implementation and development of the Partnership. It must document and clearly communicate a detailed framework for the development of LHP. It should include key activities of funding, governance structures, implementation plans, staffing and operational requirements for network implementation and the next two years of operation. The planning process must be highly consultative, and designed to secure full commitment from all stakeholders.

The business plan must address the significant issues and potential obstacles related to developing and implementing a coordinated homeowner program that will effectively reach and respond to the needs of Lemay residents from diverse backgrounds, working in a wide range of settings across region, and administered and funded through a variety of local, provincial or national organizations, systems and jurisdictions, and individuals and corporations.

Outcomes:

LHP seeks a business model that will lead to long-term sustainability and decrease reliance on any single funder or funding source. LHP further seeks outcomes that meet its current strategic plan and suggestions for improved or expanded strategic plan.

Specifically the business plan must include:

- A strategic environmental analysis (SWOT)
- Detailed descriptions of the services and resources to be delivered through LHP
- A description of the staffing and operational requirements
- A description of how the Partnership would link and interact with other established entities
- A plan for outcome assessment and project evaluation
- A description of stakeholder roles, responsibilities and commitments
- A description of the governance structure
- A marketing and communications plan for LHP
- A financial plan for implementation
- A financial plan for the next 2 full operating years including capital and operating costs, revenue sources, etc.
- A detailed timeline for implementation
- Suggested strategies for providing for the long term sustainability of the network

Project Milestones

- I. A preliminary report on project status will be issued one month after the contract has been awarded, January 31, 2012. (February 28, 2012)
- II. An interim report, suitable for distribution to stakeholders and the community, will be available two months after the award date, (March 31, 2012), there will be an opportunity for responses to be reviewed, prior to completion of the final plan.
- III. The business plan must be completed approximately three months (April 29, 2012) after the award date for review and approval by the Board at its Annual Meeting (May 17, 2012).

Proposal Requirements

The consultant/firm will be expected to work closely with the LHP Board and Executive Director. The consultant/firm will also be expected to consult with key stakeholders including government, professional associations, and resource publishers/vendors, and representative organizations.

The proposal should include the following information:

- ✓ Name of the consultant/firm
- ✓ Relevant experience/qualifications (if there will be a project team, the names of all individuals who will be involved in this project and relevant experience/qualifications should be included)
- ✓ References with details of work completed
- ✓ A description of the approach that will be used to complete the business plan, including a detailed timeline
- ✓ A description of project deliverables
- ✓ A detailed budget for the project including estimated expenses (i.e. travel) and billing and payment structure.

Proposals received after January 20, 2012 will not be considered.

Proposals may only be submitted by e-mail to: info@lemayhousing.org

Selection Criteria and Awarding of Contract

Selection of a proponent will be made on the basis of the following criteria, listed in descending order of importance:

1. Experience and qualifications of the firm and the specific person(s) to be assigned primary responsibility for providing the services;
2. Degree to which the vision and goals described in this RFP are met and quality of the proposed project approach and methodology; and
3. Price.

An award will be made, in LHP's sole discretion, to the responsible proponent whose proposal is determined to be the most advantageous to LHP taking into consideration the evaluation factors set forth above.

LHP encourages submission of proposals from minority and women owned firms. LHP does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, ancestry, or national origin in consideration of this award.

Equal Opportunity Employer

Ownership of Materials

Any information provided by LHP either in this RFP or in subsequent verbal or written communications shall be considered confidential and for express use in the preparation of this proposal.

All proposals submitted become the property of LHP. They will be received and held in confidence by LHP.

All data collected and all resulting reports and publications prepared by the successful bidder will be the exclusive property of Lemay Housing Partnership Inc. The consultant/firm will be appropriately credited on any resulting publications or presentations.