



The New Mexico Coalition of Sexual Assault Programs (NMCSAP) Request for Proposals (RFP) for Strategic Planning Consultant

Issued Date: April 4, 2025

Submission Deadline: April 30, 2025

I. About the Organization

The New Mexico Coalition of Sexual Assault Programs (NMCSAP) has been a steadfast leader in addressing and preventing sexual violence across the state for the past 40 years. Our mission is to support survivors, foster education, and advocate for systemic change to create a future free of sexual violence. As we commemorate our 40th anniversary, we seek to reflect upon the lessons of the past and envision the next 40 years of transformative work.

Our organization is deeply committed to centering equity and advancing justice for historically marginalized communities. We prioritize inclusive engagement with diverse stakeholders, including survivors, advocates, service providers, and community leaders across New Mexico.

II. Purpose of the RFP

NMCSAP is seeking proposals from experienced consultants to lead a comprehensive strategic planning process. The consultant will guide the organization through:

- Reflection: Evaluating NMCSAP's impact over the past 40 years to identify strengths, lessons, and areas for growth.
- Visioning: Developing a bold, equity-centered vision for the next 40 years of programming, advocacy, and systemic change.
- Stakeholder Engagement: Collecting qualitative and quantitative data by engaging diverse stakeholders and partners from across New Mexico.
- Strategic Framework Development: Creating a strategic plan that centers equity, amplifies the voices of survivors, and positions NMCSAP as a leader in ending sexual violence.

III. Scope of Work

The selected consultant will:

Facilitate Reflection and Visioning:

- Conduct a review of NMCSAP's historical achievements, challenges, and lessons.
- Lead visioning workshops with staff, board members, and stakeholders to envision the organization's future.

Engage Stakeholders Across New Mexico:

- Design and implement an inclusive engagement strategy to collect qualitative and quantitative data from survivors, advocates, community leaders, service providers, and other partners.
- Employ culturally inclusive methods to ensure participation from historically marginalized communities.

Analyze Data and Identify Trends:

- Compile and analyze data collected from stakeholder engagement efforts.
- Identify key trends, gaps, and opportunities to inform the strategic plan.

Develop the Strategic Plan:

- Draft a comprehensive strategic plan, including goals, objectives, and measurable outcomes.
- Ensure the plan reflects NMCSAP's commitment to equity, survivor-centered practices, and systemic change.

Facilitate Board and Staff Adoption:

- Present the strategic plan to NMCSAP's staff and board for feedback and approval.
- Provide tools and resources to ensure successful implementation of the plan.

IV. Deliverables

- A detailed project timeline, including key milestones and engagement activities.
- Stakeholder engagement summary report (qualitative and quantitative findings).
- A finalized strategic plan document with actionable goals, measurable outcomes, and a roadmap for implementation.
- Facilitation of a final presentation to NMCSAP's board and staff.

V. Desired Qualifications

- Demonstrated commitment to ending sexual violence and advancing equity.
- Experience in strategic planning for non-profit organizations, preferably with coalitions or organizations addressing sexual violence or similar social justice issues.
- Proven ability to design and implement equitable and inclusive engagement strategies.
- Strong skills in qualitative and quantitative data collection and analysis.
- Experience working in or with communities in New Mexico or similar geographic contexts.

VI. Proposal Requirements

Please include the following in your proposal:

- Cover Letter: Briefly summarize your interest, qualifications, and approach to this project.
- Consultant Profile: Include a resume or CV highlighting relevant experience and expertise.
- Approach and Methodology: Provide a detailed description of your approach to the strategic planning process, including engagement strategies and data collection methods.
- Project Timeline: Outline the timeline for completing the scope of work and key milestones.
- Budget and Fees: Provide a detailed budget, including fees, travel expenses, and any other anticipated costs.
- References: Include contact information for at least three references from organizations you have worked with on similar projects.

VII. Timeline

RFP Issued	April 4, 2025
Questions Due	April 15, 2025
Proposals Due	April 30, 2025
Finalist Interviews	week of May 12, 2025
Consultant Selection	May 19, 2025
Project Start	May 22, 2025
Project Completion	October 1, 2025

VII. Submission Instructions

Submit proposals electronically to: Brittany Poss - brittany@singlespacestrategies.com

Proposal deadline: April 30, 2025

IX. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated expertise and experience in strategic planning.

- Alignment with NMCSAP's mission, values, and commitment to equity.
- Quality and feasibility of the proposed approach and methodology.
- References and past performance.
- Cost-effectiveness and budget alignment.

X. Budget and Pricing Expectations

We anticipate proposals will fall within the range of \$15,000-\$30,000. This range is based on our project scope, objectives, and anticipated deliverables.

While cost is a key consideration, we will also evaluate proposals based on value, quality of services, and alignment with project goals. Vendors are encouraged to provide clear justifications for their proposed costs, particularly if they fall above or below the stated range.

XI. Contact Information

For questions or additional information, contact: Brittany Poss,
brittany@singlespacestrategies.com

We look forward to receiving your proposal and partnering to envision a future free of sexual violence.