

# **REQUEST FOR PROPOSAL**

For an  
Organizational Strategic Plan  
for the  
Near Southwest Preparedness Alliance

## I. **BACKGROUND**

### **Executive Summary:**

The Near Southwest Preparedness Alliance (NSPA) is the regional healthcare coalition and coordination center for the Near Southwest Healthcare Preparedness Program Region of the Commonwealth of Virginia. NSPA serves as one of six healthcare coalitions under the Virginia Healthcare Emergency Management Program which is a cooperative program between the Virginia Hospital and Healthcare Association and the Virginia Department of Health. Funding for this program is provided by the Hospital Preparedness Program under the Assistant Secretary for Preparedness and Response. The Hospital Preparedness Program is the only source for federal funding for health care system readiness.

The Near Southwest Preparedness Alliance is comprised of member hospitals, long-term care facilities, emergency medical services (EMS), public health, local municipal emergency management (EM) home care, hospice, and dialysis centers. NSPA is geographically comprised of 16 counties and 7 independent cities covering 7,000 square miles with a population of 960,000.

Over the course of this program NSPA has grown in number of staff as well as participating coalition members. NSPA anticipates continued growth in the future. Our organization's key functions are regional healthcare preparedness through collaboration, coordination, information sharing, and training and exercise.

NSPA is soliciting a proposal from vendors for the facilitation of strategic planning and a five-year strategic plan composition that will meet the requirements outlined below.

## II. DESCRIPTION OF CURRENT PROCESSES

The Near Southwest Preparedness Alliance utilizes a strategic planning process that is informed by program objectives and the feedback of stakeholder organization. Information is collected through planning meetings as well as independent points of reference ranging from partners within healthcare facilities, emergency management partners and the Virginia Healthcare Emergency Management Program.

NSPA is governed by a Board of Directors that represent coalition constituents from the healthcare region. These are elected positions that provide strategic guidance and financial oversight for the regional program in accordance with Coalition Bylaws and program requirements. An annual Board of Director's retreat is held in addition to quarterly Board meetings to ensure the direction of the coalition's activities are in line with the overall strategic vision of the organization. The retreat is scheduled for early December each year.

## III. OVERALL PROJECT REQUIREMENTS

The vendor selected must meet these minimum requirements:

- Strategic Planning introduction for coalition members.
  - Facilitate meetings with program stakeholders, Board of Director members, and Coalition staff to understand current program objectives and operation processes.
  - Gather insight and program requirements for the Coalition under the Hospital Preparedness Program or other program deliverables.
- Conduct stakeholder analysis and initial planning.
  - Gather stakeholder feedback regarding coalition activities in accordance with partner needs and program requirements that will inform activities for the Coalition over the next 5 years.
  - Ideally complete stakeholder, staff and Board of Director inquires or interviews prior to the annual Board of Director retreat.
- Facilitate Board of Director's strategic planning to include annual retreat in December.
  - Collaborate with NSPA staff in the execution of the annual Board of Director's retreat. This forum ideally will be used as the culminating point of plan building prior to document composition.
- Facilitate Coalition Staff members strategic planning.
  - Informed by previous steps, work with NSPA staff to operationalize the Strategic Plan.
- Develop and provide a 5-year Strategic Plan (2019-2024 or similar) for the Healthcare Coalition in an editable format suitable for print and electronic distribution.
  - Compose written 5-year Strategic Plan and deliver it to the Healthcare Coalition for review and comment.
  - Provide additional support within the project window to revise document as needed.

IV. ADDITIONAL REQUIREMENTS

Project Timeline

Provide a prospective timeline for project completion. The project must be completed no later than June 30, 2020.

Release

Strategic plan or other documents provided as part of any service agreement belong to the coalition upon receipt with no obligation to future promises of procurement.

Cost

Travel or other costs incurred by vendor for this project should be accounted for in project pricing.

Payment Schedule

Stipulate any partial pricing or payment in initial bid. NSPA requests a net term of 45 days to provide payment.

V. TIME FRAME

Bidder should include any additional information not specifically requested if he/she believes it will be helpful in the evaluation.

NSPA reserves the right to request any additional information which may be deemed necessary after the receipt of the proposal.

The proposal must be signed by a person authorized to legally bind the bidder.

Proposals are due in the NSPA office no later than 5pm EST October 29, 2019.

NSPA will select a bid for purchase prior to December 1, 2019 at the latest.

VI SUBMITTAL INFORMATION

Please submit proposal encompassing the elements outlined above to NSPA by one of the following methods by end of business (5:00 p.m. EST) on October 29, 2019.

By U.S. mail, UPS or Federal Express to:

Near Southwest Preparedness Alliance  
1944 Peters Creek Road  
Roanoke, VA 24017

By E-mail:

[rhawkins@vaems.org](mailto:rhawkins@vaems.org)

\*\* Note: if sending via e-mail file must be a word document or PDF.

Any questions may be addressed to:

Robert Hawkins  
Executive Director  
Near Southwest Preparedness Alliance

Thank you for your interest in working with NSPA