



**Request for Proposals:
Consultant to Produce a Strategic Plan**

**Proposals Due: January 27, 2022
by 6:00 PM (Pacific)**

Submit Proposals by Email to:

Kaelyn Rushforth

KaelynR@nayapdx.org

503.288.8177 ext. 286

BACKGROUND

The Native American Youth and Family Center (NAYA) strives to fulfill its mission:

“to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education.”

The organization was initiated in 1974 by parents and volunteers who were alarmed that most of the Native students in the public school system were not graduating. The organization obtained their 501c3 status in 1994. In 2007, NAYA moved to their current location, which is a former middle school, and opened an alternative Native American high school. NAYA leads with education, but understands the clear connection of education, health, housing, environmental justice and economic development. NAYA is located in Portland Oregon and serves an urban Indian community in the broader metropolitan area. NAYA is youth centered, family driven and elder guided. More information about NAYA can be found at <https://nayapdx.org>. NAYA’s 50-year vision can be found at <https://nayapdx.org/about/vision/>

We are seeking a strategic plan consultant with knowledge and preferably direct experience working with culturally specific non-profit organizations in the development of a multi-year strategic plan. The preferred consultant should have knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the urban Indian experience.

ANTICIPATED TIMELINE

- Release RFP: Monday, December 20, 2021
- Email clarifying questions to KaelynR@nayapdx.org no later than January 15, 2022.
- 2022 Quarter 1 (January-March): Select consultant and begin strategic planning process
- 2022 Quarter 2 (April-June): Finalize strategic plan work product
- 2022 Quarter 3 (July-September): Focus on staff annual workplan development
- There is flexibility with deadline of final products

FINAL WORK PRODUCTS TO INCLUDE:

1. A local, regional and national environmental scan/analysis of how NAYA is perceived and highlight opportunities to leverage, pair and align our work.
2. High level synthesis of board and staff strategic planning conversations.
3. Development of a multi-year strategic plan that is both visionary and communicates throughout the organization the actions that are needed to achieve mutually developed goals and objectives.
4. The strategic plan should be developed in a manner that can be implemented under the

guidance of the board and allows for department accountability with outcome reporting.

5. The new strategic plan should be designed for a duration of 3-5 years.
6. Assist with the transition into the Strategic Plan implementation phase.

REQUIRED PROPOSAL CONTENTS

Proposals must include the following materials:

- Consultant's relevant experience and project approach (2-page maximum).
 - Please speak to how you utilize adaptive facilitation in your approach.
 - Please describe steps you will take to ensure NAYA's strategic plan is understood, embraced, and followed at all levels of the organization, including direct service staff, leadership, and board of directors.
- Cost Estimate (1-page maximum)
- Resume of lead consultant(s) (2-page maximum per team member)
- Three relevant professional references

Proposals must be emailed as a single PDF document to KaelynR@navapdx.org