



**Procurement title:** CG Public Health Strategic Plan

**Description:** CG Public Health is seeking proposals from qualified vendors to lead the Department through its next strategic plan process. The selected vendor will be skilled in facilitation, engagement, and provide strategic plan facilitation for the next iteration. The selected vendor will work with Department leadership, board members, and other employees to engage them in the process and ultimately result in a strategic plan.

**Timetable:**

Nov. 23, 2021	Disseminate RFP
Nov. 23-Dec. 30, 2021	Vendor questions and follow up
Dec. 31, 2021	Proposals due
Jan. 3 – Jan. 7, 2022	CG Public Health review and vendor selection
Jan. 15 – Jun. 30, 2022	Proposed contract timeframe
Jul. 1, 2022	New strategic plan implemented

**Issuing officer for procurement:**

Kara Vogelsson  
Deputy Director of Administration  
2570 4<sup>th</sup> St. SW  
Mason City, IA 50401

641-421-9343  
kvogelson@cghealth.com

Review of vendor proposals is not limited to primary contact.  
Proposals may be submitted via mail or email to the addresses listed above.

**Proposal components:**

Proposals should include the vendor’s approach to strategic planning and recommended steps, the vendor’s cost proposal and sufficient information regarding the vendor’s ability to perform the services. The vendor should also include a profile of the vendor and references.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact ONLY the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the proposal is submitted. The costs of preparation and delivery of the Proposal are solely the responsibility of the vendor.

Proposals must be received by close of business day on **December 31, 2021.**

**Evaluation of proposals will be based on the following criteria, in no particular order:**

Proposed timeline meets the need of the department.  
Past experience and ability in strategic planning and group facilitation.  
Ability to complete a final report draft for the department.  
Discussion/examples of how the vendor will engage participants.  
Overall proposal.  
Cost for service.

Payment by CG Public Health for the services specified will be made according to a schedule of deliverables outlined in the contract and agreed to by both parties.

**CG Public Health reserves the right to:**

- Reject any and/or all proposals, in whole or in part;
- Advertise for new proposals;
- Negotiate points of the proposal to include cost;
- Abandon the need for such services; and/or
- Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.