



REQUEST FOR QUOTE (RFQ)

Developing and Facilitating the Strategic Planning Process for the CQI Community

Date: June 9, 2025

Deadline for submissions: June 30, 2025, by 5:00 PM Central Standard Time

Submit quotes to: cqicommunity@gmail.com

Overview

This is a Request for Quotes (RFQ) seeking submissions for a firm, group or individual consultant to assist the CQI Community Group Steering Committee with developing the Community's strategic plan. The length of this consultancy is from August 2025 to January 2026. This RFQ contains background information, expectations for this consultancy engagement, and submission guidelines. The contract will be offered to the contractor that best meets the requirements of this RFQ.

Introduction

The mission of the CQI Community is to promote and enhance the value of Continuous Quality Improvement (CQI) through a community of human services professionals providing opportunities for professional development, peer support, and collaboration. The CQI Community Group connects professionals across the nation who are interested in sharing resources, engaging in professional development, and networking with peers in the area of CQI. We realize this work is challenging and resources are limited and having peers to learn from and be inspired by is invaluable. We achieve this in three ways:

- Bi-monthly virtual events with speakers and panel presentations focused on networking, learning, and sharing.
- The Annual CQI Conference, through a variety of interactive workshops and featured presentations, provides an opportunity for participants to connect with peers and build core foundational CQI skills and knowledge to support their efforts to improve outcomes for the individuals, families, and communities served by their organizations.



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- A 6-month professional Mentorship Program that pairs experienced quality improvement professionals from across the United States with those newer to the field.

The CQI Community is led by an all-volunteer Steering Committee consisting of 3 Co- Coordinators, 8 sub-committees with 16 volunteers serving as sub-committee co-chairs and approximately 30 volunteers serving on the sub-committees.

Background

This year marks the 12-year anniversary of the CQI Community Group and is an opportunity for reflection and strategic planning on what our future will look like. The group has grown in size and reach since inception from our first year with 60 people in a classroom to this past year of 350 people in a conference center ballroom. Our list serv has over 2100 contacts. We have also expanded beyond just practitioners in Illinois and now have members who attend the annual conference, participate in ongoing events and the mentorship program from all over the country.

Expectations for this Engagement

The consultant awarded this contract is expected to support the Co- Coordinators and Steering Committee in developing a strategic plan that will help define the CQI Community's direction, identify goals and how they will be achieved, and provide a roadmap for resource allocation and execution.

As part of this consultancy, the following activities are considered essential:

- Review of relevant documents identified by the co-coordinators, including the mission statement, logic model, recently completed SWOT analysis, summaries of historical data, website, and any other documents identified as relevant.
- Facilitate engaging virtual and in-person sessions with the Steering Committee that encourage participation and gather insight and feedback regarding critical issues and priorities for the CQI Community.
- Work closely with the co-coordinators and a subset of Steering Committee members over the course of the engagement.
- Gather feedback from the broader constituency of the CQI Community.
- Review the CQI Community budget with a focus on the allocation of resources and the financial relationship with the University of Illinois School of Social Work.

The deliverable for this engagement is a comprehensive written strategic plan accompanied by a slide presentation that will guide the organization's work over the



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next 3-5 years. The strategic plan should include:

- An overview of the strategic planning process, including key objectives and activities, a description of the core elements of the strategic plan and their importance to our immediate and future direction.
- Updated mission, vision and value statements.
- Strategic objectives and aligned short-and long-term goals that link directly to our mission, vision, and values and include measures of success that are qualitative and quantitative.
- Recommendations for ways to share the strategic plan with the broader constituency of the CQI Community.
- Other considerations for the Steering Committee as the strategic plan is implemented.

The consultant will report directly to the CQI Community Co-Coordinator and work with the full steering committee and appropriately manage communications and relationships with each of these key partners.

Expertise of the Consultant

- *Expertise in facilitation:* Prospective consultants should be experts in inquiry, problem-solving, and facilitation. Those who will be effective will have experience managing group dynamics to best facilitate discourse between steering committee members and encourage communication and teamwork.
- *Expertise in translating research into practice:* Prospective consultants should be knowledgeable about or conduct research on organizations similar to the CQI Community and be able to incorporate knowledge/findings into the strategic planning process.
- *Expertise in organizational change management:* Prospective consultants should understand change management principles that will inform how the CQI Community implements the strategic plan. Those who will be effective will have experience in leading strategic development in diverse non-profit membership organizations.
- *Expertise in working with diverse populations:* Prospective consultants should have expertise working with a diverse composition of identities (i.e., people of color, various disciplines, and lived experiences). Consultants should have the capacity to employ non-traditional approaches to strategic planning that challenge the CQI Community from a critical perspective.



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Quotation Submission Requirements

The following information is required for the quote to be considered:

- Name of the firm/consultant and the name, title, address, phone number & email address for the primary point of contact.
- Name and contact information for 2 references familiar with your work.
- Scope of Work clearly outlining how you will approach the engagement and the proposed tasks that will be undertaken.
- A proposed budget, including hourly rate and expenses, cost estimate for the proposed Scope of Work, and any other project-related costs.

The submission should also include the following sections:

Organizational Overview: A summary description of your organization's experience according to the listed expertise and content specialties. Include a cover page with information for a primary point of contact.

Qualifications: A short profile of the lead consultant, and if applicable, any team members that will be supporting you. We will assume that the team members you propose will be available for the assignment if your organization is selected. Please include a resume for the lead and team members.

Work Samples: Please provide no more than three examples from work on similar projects. These can include a combination of internal work products, interim findings, and public/published reports (e.g., PowerPoint presentations, briefs, articles, etc.).

The CQI Community will keep confidential any materials sent to us and will not use these in any way other than for our consultant selection process. Please limit your submission to no more than eight pages excluding cover page, budget, work samples, and resumes/cv.

Budget

The CQI Community expects to enter into a contract with a facilitator/contractor. The amount of the contract is not to exceed \$5,000, excluding travel. The CQI Community will pay for the consultants' travel up to a pre-identified amount to facilitate in-person meetings, as needed. The CQI Community is not liable for the costs incurred in the preparation of a response to this RFP.



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RFQ Process

This RFQ includes the following phases:

Activity	Date
RFQ is issued	June 9, 2025
Proposals due	June 30, 2025
Interview selected consultants	July 7 - 18, 2025
Select consultant	July 18, 2025
Begin Consultancy	August 1, 2025

If you are a firm, group or individual with expertise in the above areas and are interested in being considered for this contract, please submit a quote no later than *June 30, 2025, by 5:00 PM Central Standard Time.*

You may send any questions about RFQ content requirements or process to cqicommunity@gmail.com.

Project Timeline

This is a six-month contract, starting in August 2025 and ending in January 2026. This engagement includes virtual and in-person meetings. Virtual meetings occur on Zoom or Teams.

Terms and Conditions

The CQI Community reserves the right to reject any or all quotes and to waive informalities and minor irregularities in quote submission materials received, as well as to accept any portion of the quote submission or all items proposed if deemed in the best interest of the Partnership.

Modification or Withdrawal of quotes. The quote may be modified or withdrawn prior to the established deadline.