

# Quote Request

Consultant for Strategic Planning

**Quotes due March 2, 2018 @ 11:00AM**

**Fax to Debbie Norkevicius at (412) 456-5007;  
or e-mail [Debbie.Norkevicius@HACP.org](mailto:Debbie.Norkevicius@HACP.org)  
or deliver/mail to 100 Ross St. 2<sup>nd</sup> Floor, Pittsburgh, PA 15219**

## SCOPE OF WORK

Consultant for Strategic Planning

The Consultant for Strategic Planning should be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Pittsburgh, financially sound and able to provide the services being procured by HACP.

The Consultant will be able to assist the Executive Team with Strategic Planning in the following areas:

- To identify opportunities for long term plans and goals for HACP
- To identify risks, goals and objectives for current and long term goals
- To building on prior strategic plans for HACP
- To develop an Annual Action Plan to be implemented
- Team Building Exercise

The Consultant should be able to instruct and aid in the development of the document used to communicate with the HACP and HACP goals, aid the development of the actions needed to achieve those goals and all other critical elements needed to develop in planning sessions.

The Consultant should be able to aid in:

1. the analysis or assessment where an understanding of current internal and external environments are developed;
2. strategy formulation, where high level strategy is developed and a basic organization level strategic plan is documented;
3. strategy execution, where high level plan is transplanted into more operational planning and action items; and
4. evaluation or sustainment/management phase, where ongoing refinement and evaluation of performance, culture, communications, data reporting and other strategic management issues occur.
5. provide a sample of past work with your submission

Please contact Debbie Norkevicius at (412)456-5000 Ext. 8505 or [Debbie.Norkevicius@HACP.org](mailto:Debbie.Norkevicius@HACP.org) with any questions about the above scope.

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Quotes due 3/2/2018 @ 11:00 a.m.

Principle Hourly Rate	No. of Hours	Total
\$	40	\$

Total Bid Amount in words: \$ \_\_\_\_\_

**Contract award will be based on rankings of Interview and fees**

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_