



## Request for Proposal (RFP)

**RFP Title:** Facilitator and Strategic Planner for SAABO Leadership and Strategic Planning Initiative

**Issue Date:** October 7, 2024

**Proposal Due Date:** October 31, 2024

**Budget:** Not to exceed \$25,000 over 6-9 months

---

## Organizational Overview

**What is SAABO:** The **Sexual Assault Advisory Board of Ohio (SAABO)** is a statewide board that ensures all victims (patients/individuals/survivors – co-survivors) of sexual assault or abuse have access to consistent, quality medical care in accordance with the Ohio Protocol for Sexual Assault Medical and Forensic Examination.

---

## SAABO Mission

The **Sexual Assault Advisory Board of Ohio (SAABO)** works to ensure that all victims of sexual assault or sexual abuse have consistent access to quality medical care in the collection of evidence that meets the standards set forth in the Ohio Protocol for Sexual Assault Medical and Forensic Examination.

---

## Vision Statement

To provide consistent medical care to victims of sexual assault and to end systemic injustices that compound the trauma of sexual assault.

---

## Value Statement

In our ongoing effort to support sexual assault patients and the medical care they receive, SAABO acknowledges the intricate layers of racism, sexism, ableism, and other systemic barriers that impact individuals across different communities. Understanding and addressing these intersecting oppressions is critical in avoiding the risk of further marginalizing survivors who already face significant barriers in seeking justice and healing.

---

## Goals

To advance our mission, SAABO aims to:

1. Review the protocol annually and recommend revisions as needed.
  2. Recommend policy changes to member agencies related to the protocol.
  3. Identify action items or introduce subject matter that aids the implementation of the protocol.
  4. Identify and propose resolutions for protocol complaints and concerns.
  5. Evaluate the effectiveness of the protocol.
  6. Reduce bias towards survivors based on their identity (race, ethnicity, religion, LGBTQ status, disability, etc.).
  7. Acknowledge and seek to reduce the impact of racism on survivors.
- 

## Project Overview

SAABO, in partnership with **OAESV (Ohio Alliance to End Sexual Violence)**, seeks a **non-profit facilitator and strategic planner** to work with the SAABO Leadership and Team over a 6-9 month period, not exceeding a budget of \$25,000. **This RFP is offered and managed by OAESV to support SAABO's work.**

The selected facilitator will guide SAABO through a process of resetting, recommitting, and refocusing the board to its mission and strategic goals.

## Key Responsibilities:

- Facilitate leadership meetings with SAABO leadership team to help reset, recommit, and refocus efforts on the mission and strategic goals.
- Assist in developing a comprehensive **3-year strategic plan** with clear, measurable outcomes.
- Guide role delineation for leadership team members.
- Create meeting agendas that ensure all voices in the room are heard and respected, centering inclusivity and addressing systemic oppression.
- Conduct continuous Q&A, listening sessions, surveys, and exploratory conversations with the team to ensure engagement throughout the process.
- Present final recommendations in a formal kickoff meeting.

## Implementation Plan

The facilitator and strategic planner will play a vital role in helping SAABO and OAESV implement the following objectives to achieve their goals:

- **Facilitated Leadership Sessions:** Work directly with the SAABO leadership team to clarify roles, align on goals, and commit to a strategic direction. Meetings with the leadership team will take place first, and exploratory sessions such as Q&A, listening sessions, and surveys will be conducted separately from regular meetings.
- **Strategic Planning:** Develop a 3-year strategic plan with actionable steps and measurable outcomes, ensuring alignment with SAABO's mission and long-term vision.
- **Role Delineation:** Define and clarify roles within the leadership team to promote accountability and efficiency in decision-making and communication.
- **Business Meeting Agenda Creation:** Develop structured business meeting agendas that incorporate inclusive practices, elevate all voices, and ensure the acknowledgment of systemic barriers faced by survivors.
- **Continuous Engagement:** Conduct surveys and other assessments continuously throughout the process to gather insights from leadership, team members, and stakeholders.
- **Final Recommendations:** Present formal recommendations and a kickoff plan in a concluding session.

---

## Deliverables

1. **Facilitation of a minimum of 4 leadership sessions**, which may include both SAABO membership and/or leadership team sessions, over the contract period of 6-9 months.

2. Development of a **3-year strategic plan** for SAABO with measurable objectives and actionable steps.
  3. **Role delineation** guidance and documentation for leadership team members.
  4. **Structured meeting agendas** that elevate the voices of all participants, fostering a culture of inclusivity and addressing systemic oppression.
  5. **Q&A, Listening Sessions, and Surveys:** Conducted continuously throughout the contract period to ensure comprehensive stakeholder engagement.
  6. **Final Recommendations and Formal Kickoff:** Presented to the SAABO team at the conclusion of the contract.
- 

## Proposal Submission Requirements

Interested facilitators or strategic planners should submit a proposal that includes:

1. **Organization Background**
    - History, mission, and key accomplishments relevant to facilitating strategic planning for non-profit organizations.
  2. **Approach & Methodology**
    - A detailed plan for how the proposer will meet the responsibilities outlined in this RFP.
    - A timeline for deliverables.
  3. **Experience**
    - Demonstrated experience facilitating strategic planning and role delineation with non-profit organizations, particularly those focused on trauma, sexual assault, or related fields, and addressing all systemic oppressions.
  4. **Budget & Cost Proposal**
    - A detailed budget breakdown that aligns with the not-to-exceed budget of \$25,000, over a 6-9 month period.
  5. **References**
    - Provide at least two references from similar projects.
- 

## Proposal Evaluation Criteria

Proposals will be evaluated based on:

- Alignment with SAABO and OAESV's mission and vision.

- Experience with non-profit organizations, especially in the context of trauma, sexual assault, or victim advocacy.
  - Demonstrated expertise in facilitation processes that center inclusivity and address systemic oppression in strategic planning.
  - A clear, actionable methodology for facilitating strategic planning and role delineation.
  - Feasibility and clarity of proposed timeline and deliverables.
  - Budget adherence and cost-effectiveness.
  - References and demonstrated track record.
- 

## Submission Information

Please submit all proposals electronically to:

- **Contact Name:** Rosa Beltré
- **Email:** rbeltre@oaesv.org
- **Submission Deadline:** October 31, 2024

---

We appreciate your interest in partnering with the **Ohio Alliance to End Sexual Violence (OAESV)** in support of the **Sexual Assault Advisory Board of Ohio (SAABO)** and look forward to reviewing your proposal.