**Request for Proposal (RFP) Notice**

Middleton Chamber of Commerce – 2025-2028 Strategic Plan Facilitation

The Middleton Chamber of Commerce is seeking a qualified facilitator to assist in the creation of our 2025-2028 strategic plan. The selected facilitator will lead a one-day workshop to help our leadership and board develop the framework and outline for the strategic plan, followed by providing two rounds of feedback on the final product.

**Scope of Work**

* One-Day Workshop: Facilitate a one-day session to guide our leadership and board in developing a strategic plan framework and outline.
* Feedback Rounds: Provide two rounds of feedback on the final strategic plan draft to ensure clarity, alignment, and actionable outcomes.
* Deliverables: Framework and outline developed during the workshop, and written feedback on two strategic plan drafts.

**Key Dates**

* Proposal Submission Deadline: No later than 5pm on September 20, 2024
* Workshop Date: Tuesday, November 19, 2024
* Feedback Rounds Timeline: To be determined in coordination with the selected facilitator.

**Proposal Requirements**

Proposals should address the following:

* Your experience facilitating strategic planning for chambers of commerce or similar organizations.
* Your approach to structuring and leading the one-day workshop.
* Your process for providing post-workshop feedback.
* Proposed timeline for the workshop and feedback rounds.
* Detailed fee structure, including all associated costs.
* References from similar projects.

**Submission Instructions**

Please submit your proposal, along with relevant qualifications and references, by 5pm on September 20, 2024. Proposals can be submitted via email to Kate Miller, [kate@middletonchamber.com](mailto:kate@middletonchamber.com).

For questions or additional information, please contact Kate Miller, [kate@middletonchamber.com](mailto:kate@middletonchamber.com), 608.827.2752

**1. Facilitator Qualifications**

* What experience do you have facilitating strategic planning sessions for chambers of commerce or similar organizations?
* Can you provide examples of past strategic planning projects with measurable outcomes?

**2. Approach & Methodology**

* How would you structure a one-day workshop to create the framework and outline for our strategic plan?
* How do you engage participants during the workshop to ensure alignment and actionable outcomes?
* What is your process for providing feedback after the workshop, and how do you ensure it is constructive and aligned with our goals?

**3. Feedback Process**

* What is your approach to providing two rounds of feedback on the final strategic plan draft?
* How will you ensure your feedback is clear, actionable, and helps refine the plan effectively?

**4. Timeline & Milestones**

* What is your proposed timeline for the one-day workshop, including preparation and post-workshop feedback rounds?
* How do you break down the process into phases or key milestones?

**5. Budget & Costs**

* What is your fee structure for facilitating the one-day workshop and providing two rounds of feedback?