



AKRON REGIONAL HOSPITAL ASSOCIATION

REQUEST FOR PROPOSAL

STRATEGIC PLANNING CONSULTANT

Proposals will be received until

Friday, May 12, 2017
4:00 p.m.

REQUEST FOR PROPOSAL

Objective:

The Akron Regional Hospital Association (ARHA) seeks proposals from contractors interested in designing and facilitating a strategic plan process for ARHA. Proposals are due by Friday, May 12, at 4:00 PM. The proposed project timeline is June 1, 2017 through August 31, 2017.

Background:

The members of the Akron Regional Hospital Association have a 75 year history and an excellent reputation for collaboration. The staff at ARHA are known for dependability and meeting members' needs. ARHA has been nationally recognized for working with many public and private partners within the Northeast Central Ohio region.

The current mission of Akron Regional Hospital Association (ARHA) is to work on behalf of its hospitals through coordination of services that assist hospitals in meeting and improving the health care needs of the communities they serve. These services include communication and information, education, research and data.

Much of ARHA's efforts in the region are a result of the thoughtful leadership of our hospitals and their ability to collaborate to develop proactive solutions to improve the health care needs of the community. Our Board of Directors and committees address common concerns to develop innovative solutions.

We provide important services, and are poised to take on new roles. In order to effectively address challenges and pursue opportunities, we need to ensure that ARHA has the capacity, leadership skills, and technical ability to maintain/grow our current roles and functions and to take on new, expanded and elevated regional roles and to achieve our vision, priorities and goals.

Given the changing national, state and regional dynamics; and our diverse suite of programs and roles; the time is right to move forward on a ARHA strategic planning process.

Scope of Work:

The plan will clarify ARHA's mission/vision and include the goals, objectives and action steps that will guide the organization for the next three years.

Some of the questions we want to address are as follows:

- What should be ARHA's areas of strategic focus?
- How can we continue to add value for members?
- What programming do members at all levels consider to be essential?
- What partnerships can/should be developed with other organizations? (Such as the Northern Ohio Trauma System, local EMS agencies)
- What services can be delivered more efficiently and economically?
- Are there new areas of programming that should be considered, if so how much would it cost to implement?

Deliverables:

A final strategic plan document must include the following in detail:

- Strategic area of focus and service priorities for the next three years
- Goals and objectives to meet priorities
- Service programs (both current and new) that will support goals
- Analysis of partnerships with other organizations (Northern Ohio Trauma System)
- Define how we will meet industry needs and add value to current members
- Necessary skills for staff to carry out programs
- Revised income statement if new programs are recommended

Project Milestones:

- Kick off meeting with ARHA Executive Director and ARHA Executive Committee
- Executive Committee check-in at conclusion of data collection
- Executive Committee check-in at first draft of plan
- Presentation to ARHA Board at project conclusion for questions prior to approval of plan

Proposal Requirements:

- Please submit a proposal no longer than five (5) pages in length
- Proposals must be received via e-mail, before 4:00 PM on Friday, May 12, 2017 at 4 p.m.
- Please address your proposal to: Sarah Metzger, Executive Director, ARHA by email to smetzger@arha.org
- An email confirming receipt of the proposal will be sent to all proposers. A proposal will not be considered received officially until a confirmation email has been sent.

Guidelines for Proposal Content:

Please provide a brief proposal outlining your approach and concept for the project, including your use of the funds budgeted for this project and how you would utilize ARHA staff and engage our Board of Directors in the planning process.

The proposal statement of work should be presented in a conceptual, high-level format, with the understanding that the actual scope of work will be refined after consultant selection. ARHA staff will work with the selected consultant to design the strategic planning process that aligns with ARHA staff and board resource and time constraints.

Specific proposal contents:

- Name of firm
- Name and contact information for the consultant(s)
- Description of experience and qualifications
- Indication of availability during project period
- Statement of work: brief response on approach to the project scope
- Cost proposal
- At least three references (does not count toward (5) five page proposal limit)

- **Proposal Review and Assessment:**
- Consultants will be evaluated on the following criteria:
- Quality of proposed statement of work (5 points)
- Relevant experience and qualifications (5 points)
- Availability during project period (3 points)
- Competitiveness of cost proposal/hourly rate (2 points)

For More Information:

Sarah Metzger
Executive Director
smetzger@arha.org
330-873-1500